

Water Festivals in Alabama

A Guidance Manual
Volume I



The Alabama Department of
Environmental Management
is a Groundwater Guardian
Affiliate of the Groundwater
Foundation



**ADEM
UAH**

Volume I

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Acknowledgements

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Forward

The Children's Groundwater Festival concept began in 1989 as an extension of Nebraska's Groundwater Foundation whose foremost mission is to create a factually informed and motivated citizenry caring about its groundwater.

During the Groundwater Foundation 1989 Fall Symposium the idea for the Groundwater Festival was born. Attending the symposium for the first time was a group of young students. At the end of the day, it was apparent to everyone that these students understood the concepts and issues as completely as many of the adults present. As a result, the Foundations Program Committee decided to develop a new program designed specifically for children.

The Committee chose to target fourth through sixth grade students because it was felt that this age group is able to understand groundwater concepts but still young enough to form their own value systems. The response was overwhelming with 1,700 children signing up to attend. The Festival has continued to grow with over 3,000 students attending each year. Because Nebraska's Groundwater Festival has become so successful many states, including Alabama, have been inspired to organize Groundwater and Water Festivals in their communities.

In 1997 the Alabama Department of Environmental Management (ADEM), through and EPA Nonpoint Source 319 (h) grant, granted the University of Alabama in Huntsville (UAH) with seed money to organize Alabama's First Groundwater Festival. ADEM's goal in this project was to educate children and communities as to where their drinking water comes from, how to protect it and keep it clean for future generations. An Advisory Committee was formed to plan the Festival in Madison County. There were 1,200 students that participated in Madison County's First Annual Groundwater Festival in 1998. In 1999, the committee decided to broaden the Festival to accommodate 2,600 students. Because the Festival was a great success, additional Festivals were organized in Limestone, Colbert and Lauderdale Counties. In 1999, Limestone County had its first Groundwater Festival for 650 fourth through sixth grade students. Colbert and Lauderdale Counties offered a joint Water Festival for 1,150 fourth grade students. Each county plans to make their Festival an annual event.

Hosting a Groundwater or Water Festival is the most effective way to help students realize that learning about our groundwater is the first step toward carefully managing and protecting it so that clean and abundant water will be available now and for future generations.

Introduction

This manual is intended to give direction, ideas, and suggestions for organizing your own Festival. Every Festival in every community will be different. However, feel free to use our experiences and tailor them to fit your Festival.

The purpose of the Festival is to educate children about all aspects of groundwater and other related natural resources (i.e., surface water, wetlands, forestry, wildlife, etc.) and to instill in them a general environmental awareness and stewardship ethic. The students learn where their drinking water comes from and how to protect it and keep it clean for themselves and future generations. Fun activities are intermingled into the children's scheduled day of classroom sessions, allowing them to participate in water related experiments, activities, and entertainment designed to help them retain the environmental principles of water.

Festival Overview

The Festival is a one or two day event tailored for fourth grade students and teachers. It is felt that this age group is able to understand groundwater concepts, while still young enough to form their own value system. Numerous water educators and enthusiasts from across the State team up for an exciting and interactive day of learning for the students and teachers. The students participate in hands-on learning activities focusing on what groundwater is, the importance of water to all life, the water cycle and groundwater's role in it. The students also learn the interdependence of plants, trees, wildlife, soil, and water, the effect of human actions on water and all nature and the need for responsible action. Each class participates in three hands-on groundwater activities and may attend an entertainment show.

Upon arrival at the Festival, there is a volunteer to greet each class at the parking lot and act as that classes' "Tour Guide" for the day. This volunteer takes the class to all their events/activities so that no one will get lost or confused. The classes/students attend three 30-minute hands-on activities. There is a 5-minute break between each activity to allow the classes time to walk to the next activity room. After the third activity, the classes have a 30-minute break for restrooms and to walk to the entertainment show (a magician, story-teller, band, puppet show, historian, drama club, etc.) Following the show the classes board the buses and return to school.

Every student, teacher and volunteer receives a free Groundwater Festival t-shirt. A t-shirt design contest is open to all the students attending. The winning entry's design appears on the printed t-shirts and the winner and his/her teacher receives a \$50 savings bond or gift certificate. In addition, each teacher receives a bag filled with free posters, curriculum, booklets, and other environmental education material.

Getting Started

Planning Committee

The first step in organizing a Festival is to form a Planning Committee. Organizations to include on your committee are the Cooperative Extension, Soil and Water Conservation Service, Water Utilities, Natural Resources and Conservation Service, the Board of Education, the County Commission, Teachers, Environmental Protection Groups, Resource Conservation and Development Councils, Health Departments, Forest Service, U.S. Geological Survey, U.S. Fish and Wildlife Service, and other interested groups.

The committee should initially meet once a month. Two months prior to the Festival date, the committee should meet more frequently (every two weeks or every week). A committee chairperson should be chosen to schedule and oversee the meetings and provide minutes or meeting summaries to all committee members. Planning a Festival requires the cooperation of all committee members. Therefore, it is best to designate committee members to be responsible for specific activities.

Designate committee members to coordinate:

- ☐ fundraising
- ☐ publicity
- ☐ find volunteers & presenters
- ☐ contact schools & and handle to registration
- ☐ schedule activities
- ☐ food and entertainment
- ☐ + others

Where and When

Deciding on a date and place for your Festival are the first decisions that need to be made. Local universities and colleges are great places to host a Festival since they have ample classrooms available. They usually provide their campus and buildings as an in-kind donation. Plus, hosting a Festival is great publicity for them. It is best to try to plan the Festival during the universities and colleges semester, spring, or fall breaks when there will not be as many people on campus and more classrooms available. Other places to consider hosting a Festival are parks or outdoor recreation areas. It is very important to have a good working relationship with personnel from the host facility. Make sure you keep them informed on all of the details of the Festival.

Involve the school system in the planning phase and get ideas about the best time and place to have the Festival from local teachers, school system personnel, or potential presenters. Check with the local school systems for the best dates for a Festival since it is important to work around weather days, testing dates, teacher in-service dates, teacher conventions, and academic competitions. Keep in mind that school systems may have a limited number of field days that students can attend. Check with the school early in the planning.

Things to remember to verify with the host facility:

- ☐ rental fees
- ☐ contracts
- ☐ liability fees
- ☐ availability of certain areas
- ☐ use of equipment such as janitor closets for water and brooms, TV's, overhead projectors and screens
- ☐ dates and times for setting up and taking down
- ☐ how to handle the clean up of the rooms. Ideas for clean-up are to pay the school for the final clean-up and to contact local waste companies to drop off extra trash bins

If you are able to have your Festival at a college or university campus, use as few buildings as possible and buildings that are close together. This makes it easier on the teachers and students and on the Festival volunteers, who need to keep track of the presenters and activities.

Deciding Upon Age Level

The Festivals held in Alabama focus primarily on the fourth grade level, however, Limestone county offered their Festival for fourth through 6th grade students and it was a great success. Fourth grade is a perfect age for the Festival since the Alabama Course of Study teaches water issues at this level. However, you can tailor your Festival for younger or older students. You will need to make sure the hands-on activities that the students participate in are appropriate for their grade level.

Many states offer Water Festivals for middle and high school students. A “Water Day” could be held for junior high or high school students with more technical presentations and a higher concentration on career development in the natural resources field.

Size of Festival

Once you have determined your location and date, the size of the Festival (number of students to attend) needs to be decided. The size of your Festival will be determined by the location. For instance, if you have your Festival at a college or university then the size will be determined by the number of classrooms that are available.

It is best for your first Festival to be on a smaller scale and then increase the number of students in the following years as the committee becomes more experienced with planning a Festival.

Choosing a Theme

It is important to have a theme for the festival especially if your committee decides to have t-shirts. When choosing a theme, make sure that it is simple and can be easily understood and designed by the students. Some examples include: Our Hidden Resource, Give Water a Hand, Nature’s Hidden Treasure. These themes are appropriate for a Groundwater or Water Festival. Be creative with the theme, it will inspire the students!

For each Festival, the committees decide whether to provide every student, teacher, and volunteer with a free Festival t-shirt. The logos of all the sponsors were printed on the backs of the t-shirts. We found that many businesses were more likely to give a donation knowing that their logo would be on the t-shirts and they would receive good publicity. Each festival had a t-shirt design contest based on the theme. Examples of winning t-shirt designs are shown in Attachment 1. The winning student and his or her teacher receive a \$50 savings bond or gift certificate. The savings bonds are provided by a local sponsor and are awarded at the entertainment show.

Several decisions need to be made by the committee prior to sending out the contest materials. The committee should decide how many colors to use and receive quotes from screen printing companies for a one, two, or three color t-shirts (or how many ink colors you want to use). It is also very helpful to have a different color t-shirt for every school attending the Festival. This helps keep track of the students and schools.

The announcement for the contest should be sent with the registration form to give the teachers time to respond. In the contest rules, explain that the students designs need to be submitted in the number of colors decided by the committee. This will make it easier for the committee to choose the winning design. The designs should be due the same date as the registration forms.

If you can not afford to give everyone a free t-shirt, you might want to consider selling the t-shirts at the Festival.



Choosing Activities

Tip Box

Before choosing your activities, it is important to determine your goals and objectives for the Festival. Having a clear understanding of the goals will help you to provide focus and direction throughout the planning of your Festival and choosing the appropriate activities for your Festival.

The goal is to educate children about all aspects of groundwater and other related natural resources (i.e., surface water, wetlands, forestry, wildlife, etc.) and to instill in them a general environmental awareness and stewardship ethic. The objectives designed to meet the goals for the Festival were that the students learn the following:

1. a description of groundwater,
2. the importance of water to all life,
3. the water cycle and groundwater's role in it,
4. the interdependence of plants, trees, wildlife, soil and water,
5. the effect of human actions on water and all nature,
6. the need for responsible environmental action,

Once your goals and objectives have been determined, you are ready to start choosing activities for your Festival. The activities should meet your grade level's Course of Study and SAT Objective. An Example of the Course of Study and SAT Objectives are given in Attachment 2. Be sure to make your activities fun, interesting and hands-on. Students will remember concepts when they are involved in an activity and having fun at the same time! It is very important that the activities are all appropriate for the age level of the students attending the Festival. The students will not learn from an activity that is too easy or too difficult to comprehend. The activities that we have offered at our Festivals are all appropriate for the 4th grade level. (See these activities in the Appendix A) It is also important to make sure that your activities can be completed in 30 minutes (or within your scheduled time frame) and emphasizes water and its importance to all life.

Some examples from Alabama's Festivals include:

Aquifer in a Cup - Students build an aquifer and learn what an aquifer is, how it works, what non-point source pollution is, and how hazardous wastes effect our groundwater.

Water Under Foot - Students learn how groundwater is a part of the water cycle and the relationship between groundwater and wetlands.

Filtration - Students learn how pollutants enter our water supply and how difficult it is to remove pollutants.

Water Balance - Students learn about the balance between how much rain goes into and out of the soil.

Endangered Species of North Alabama - The Fish and Wildlife Service conducts this activity about endangered species of North Alabama.

Water Necklaces - Students learn about the water cycle and make water cycle necklaces.

Rainsticks - Students make rain sticks and learn about the water cycle, the importance of water in all cultures and wildlife, and the need for water protection.

Hydro Van Gogh – Students learn about aquifers, surface water, the water cycle and draw water pictures.

A-Mazing Water – Students learn what happens to urban runoff that is collected within a storm drain system.

Water Concentration – Students make connections between modern and past water use practices and discuss how attitudes toward water changed as water use practices evolved.

There are many resources available on groundwater and surface water activities. Teachers have a wealth of curriculum books that could be very useful. If you find an activity that you really like, but it is written on a higher grade level you can always rewrite it (or ask a teacher or educator to do this) to adapt it to the appropriate age level. We have done this with several of the activities we have used at our Festivals. Also, some natural resources professionals can take an activity that they do in their own job, simplify it and make it a hands-on activity for the students.

Below is a list of possible resources to use.

Project WET

201 Culbertson Hall, Montana State University, Bozeman, Montana 59717-0570

Phone: 406-994-5932, Fax: 406-994-1919, E-mail: rwwet@msu.oscs.montana.edu

Alabama Coordinator: Jerry deBin, Department of Natural Resources, 64 North Union Street, Montgomery, AL 36130, Phone: 334-242-3623

Non-Point Source Pollution Prevention: K-2, 3-5, 6-8 and 9-12 Environmental Resource Guide.

Air & Waste Management Association, , Public Education Program, One Gateway Center, Four West, Pittsburgh, PA 15222, Phone: 412-232-3444.

The Water Sourcebook

Legacy, Inc., P.O. Box 3813, Montgomery, AL 36109, Phone: 334-270-5921 or 1-800-240-5115, Email: legacypartners@mindspring.com.

Project Wild/Aquatic Wild

Project Wild, P.O. Box 18060, Boulder, CO 80308-8060

Project Learning Tree

American Forest Council, 1250 Connecticut Avenue, NW, Suite 320, Washington, D.C. 20036

Ranger Rick's NatureScopes

National Wildlife Federation, 1400 Sixteenth St. NW, Washington, D.C. 20036-2266

WOW!: The Wonders of Wetlands

Environmental Concern Inc., P.O. Box P, St. Michaels, MD 21663

Discover Wetlands

Washington State Department of Ecology, 300 Desmond Drive, Olympia, WA 98504

Earth: the Water Planet

National Science Teachers Association, 1742 Connecticut Avenue, NW, Washington, D.C. 20009

Water Riches

DeLynn Hay, Nebraska Cooperative Extension Service, 249 L.W. Chase Hall, University of Nebraska-Lincoln, Lincoln, NE 68583-0726

Stop, Look and Learn about Our Natural World

Nebraska Natural Resources Commission, P.O. Box 94876, Lincoln, NE 68509

Making Waves

How to develop a Groundwater Festival by the Groundwater Foundation

Creating a Budget

Once the committee has determined the location, time and size of the Festival, it will need to create a budget for planning the Festival. Items to be included in this budget are:

- Rental fees for the host facility. Most colleges and universities do not charge a rental fee since hosting the Festival is good publicity for them, but be sure to inquire about this ahead of time.
- Janitorial fees. We have found that some colleges and universities do charge a janitorial fee for the clean-up of the rooms. Other campuses require the Festival organizers to be responsible for the clean-up of each room. Be sure to discuss this issue with the host facility personnel.
- Materials and supplies for the hands-on activities. Try to get as many materials donated, however, there will always be some materials that must be purchased or ordered.
- Entertainment fees. If you decide to have an entertainer (magician, puppet show, story teller, musician, etc.) perform at the Festival, you will have to pay for his/her performing fee and travel expenses.
- T-shirts for students, teachers, volunteers, and presenters. Most Festival committees provide every student, teacher, volunteer and sponsor with a free t-shirt. Logos of all sponsors and donators were printed on the back of the t-shirts. The cost of the t-shirts will most likely be the biggest expense.
- Luncheon for volunteers. Having a special luncheon for the volunteers is an extra way of thanking them for their help. It is usually easy to find a pizza vendor or local restaurant to sponsor the luncheon. Entice the vendor by explaining that their company logo will appear on the t-shirts as a sponsor. Companies that have sponsored volunteer luncheons include Domino's Pizza, Papa Johns Pizza, Little Caesars Pizza, and Burger King.
- Breakfast/Lunch for sponsors. It is equally important to thank all your sponsors. At each Festival held in Alabama, we had a "VIP Breakfast" for all the sponsors on the morning of the Festival or invited them to the volunteer lunch. At the breakfast or lunch we recognized each sponsor and led them on a tour of the Festival. This enabled the sponsors to see how their funds were spent and to get a glimpse of all the students and teachers learning about their drinking water. Don't forget to send a thank you letter to every sponsor, both financial and in-kind.
- Postage for letters to teachers, committee members, and volunteers.
- Pre-Festival Teacher's Packet. The Teacher's Packet is a booklet of activities to send to the teachers prior to the Festival. The Packet is filled with activities dealing with water that they can begin teaching their students about water prior to the Festival.
- Buses. In some cases the school systems will not be able to pay for the bus transportation. In these cases the committees have raised the funds for the buses.

Below is a sample Budget and a summary of the Actual Expenses for that budget. When creating your budget, call different places to get quotes on the cost per t-shirts, catering costs for the breakfast and luncheon (assume that you will have to pay for this, then start looking for sponsors to provide the breakfast and luncheon), rental fees and janitorial fees. If you know what activities you want to offer at your Festival at the time you are creating your budget, then have a committee member go to Wal-Mart or K-Mart to get prices on the items.

This will enable you to have the most accurate budget. You might want to overestimate a bit so that you have a cushion to fall back on. If you raise more money than you need then you will have a good start on your next year's Festival and some supplies will be left or reusable for the following years festival.

1999 LIMESTONE COUNTY GROUNDWATER FESTIVAL BUDGET

(This budget was originally created for a Festival for 1,100 students.)

Activity Supplies	\$3,500
Food/Beverages	\$1,025
Teacher Guides	\$600
T-shirts	\$4,500
Savings Bond (t-shirt contest winner)	\$100
Decorations	\$200
Entertainment – magic show	\$1,200
Janitorial Fees	\$150
Rental Fees	0
Postage	\$150
Total Projected Budget	\$11,425

ACTUAL EXPENSES FOR 1999 LIMESTONE COUNTY GROUNDWATER FESTIVAL

(The actual size of the Festival was 650 students.)

Activity Supplies	\$1,633.39
VIP Breakfast	\$155.00
Teacher Guides	\$50 – sponsor paid this
T-shirts	\$ 2,987.24
Savings Bond (t-shirt contest winner)	\$100 – sponsor paid this
Decorations	\$0 – no decorations
Entertainment – magic show	\$1,200
Janitorial Fees	\$0
Rental Fees	\$0
Postage	\$69.30
Total Expenses for 1999 Festival	\$6,194.93

Fundraising and In-Kind Support

Fundraising is a very critical part of the festival. All of the festival activities are supported by local and state sponsors. It is recommended that one committee member coordinate the fundraising efforts, however, each committee member should contact as many potential sponsors as possible. Examples of sponsors include state organizations, banks, local retail stores such as Wal Mart, local businesses such as engineering firms and hardware supply contractors. A sample fundraising flyer and letter are shown in Attachment 3 and 4 that can be mass mailed to many potential sponsors.

Presenting a professional organized fundraising effort is important. Verbal contact with a potential sponsor can be very effective and should follow the initial sponsorship letter. A fundraising packet can then be sent to those potential sponsors that have expressed an interest in contributing. An example of a fundraising packet is included in Appendix B. It is important to include the following information in your packet: your mission statement or purpose of the Festival, who will attend the festival, the schedule for the Festival, activities that will be offered, a list of committee members, a sponsorship and volunteer form to be completed and returned to a Festival organizer, description of volunteers needed.

A company or business can make a contribution at different levels. We have chosen bronze, silver and gold as specific donation levels. The bronze level is for donations under \$500, silver is for \$500 and up, and gold is for \$1,000 and up contributions. With a \$200 or more donation the organization's logo can appear on the festival t-shirts which are given to all students, teachers, volunteers and sponsors. Gold and Silver Level sponsors will be invited to a VIP breakfast on the day of the Festival, followed by a VIP tour of the event. Gold Level sponsors will also be given the opportunity to display its organizations banner at the Festival. All this information is on Attachment 5 Sponsorship Form. We ask each organization to return the forms by a given date. You will also need to give them a deadline for sending their donation checks and logo's for the t-shirt. Make the deadline as early as possible so that you will have the money several months prior to the Festival. The money is needed early so Festival organizers can begin purchasing items for the Festival. Don't forget the possibilities of receiving in-kind donations and services. Various businesses and agencies may be much more likely to donate materials and services than actual funds.

Tip Box

Fundraising should begin as soon as possible to assure that the funds will be there for purchasing supplies, t-shirts, and contracting entertainers. Plan a formal acknowledgement of the sponsors support of the festival. The festival committees in 1998 and 1999 offered the sponsors a VIP Breakfast and tour of the festival. A program was handed out at the breakfast that listed all of the sponsors and their level of contribution. Listing the sponsors provides incentive for the company's to continue sponsorship in the following years.

Contacting and Registering Schools

The committee member serving as the coordinator for contacting and registering schools will be responsible for inviting the schools to attend, registering the schools, and scheduling the classes. This is a big job, which requires a lot of time. Below is a checklist of things that need to be done when contacting and registering schools:

Registration

- ❑ Decide which school systems will be invited to the Festival.
- ❑ Call or meet with the Elementary Coordinator or Curriculum Coordinator of each school system. The reason you need to meet or call the school systems first is that some school systems have to approve your Festival **before** you begin contacting the schools. Therefore, it is best to give them as much information about the Festival as possible. Provide them with information about the Festival – age group targeted, purpose, goals, what students will learn by attending the Festival, etc. We recommend you purchase the Alabama Education Directory from the State Department of Education (334-242-1899). It contains information (personnel, schools, phone numbers, addresses, etc.) on all the school systems and schools in Alabama. They publish a new directory every year. It costs approximately \$11 and is well worth the money in organizing a Festival.
- ❑ Discuss with the school system bus transportation and how they want you to contact the teachers once the school system has approved your Festival. Some school systems prefer that they send the flyers and registration forms to the teachers. This will save you money in postage, however, the process for the school systems to get the information to the teachers is very slow. If they do not mind and if you have money in your budget for postage, send the information directly to the teachers.
- ❑ Provide the school system with a copy of Attachment 6 Sample Teacher Memo Announcing Festival if the school system insists on sending all information to the teachers. This needs to be sent to the teachers as soon as possible. The memo should inform the teachers about the Festival and the date and location, so they can plan for the Festival and work it into their classroom calendar. You may use all the sample memos provided in this section or make up your own memos.
- ❑ Compile a list of all the schools to be invited and the number of fourth grade teachers (or whatever grade level your Festival is targeting) at each school, if you are going to mail all information to the teachers. You can get this information from the Alabama Education Directory. Call each school and ask how many fourth grade (or whatever grade level your Festival is targeting) teachers they have at their school. Another option is to send each principal the memo to forward to their teachers. However, often times the memo will sit on their desk for days or weeks before getting to the teachers.
- ❑ Send individual memos to the teachers with the memos and envelopes addressed to “Fourth Grade Teacher”.
- ❑ Send a second memo to the teachers approximately one month after the first memo with more details about the Festival. This memo should include the date of the Festival, location, times, types of activities, agenda, and special entertainment show(s). Also,

include a registration form with a deadline date that can be detached and mailed to the Coordinator (Attachment 7).

- ❑ If you have not received many registration forms by your original deadline date, then send another memo to the teachers reminding them of the Festival (Attachment 8). Give them a new deadline date.

Tip Box

Don't get discouraged if you have to contact the schools several times. The first year is always the hardest and requires more correspondence with the teachers. However, in the following years there will be more classes registered than can attend, once the teachers experience their first festival.

Selection Process

Selecting the schools who will attend the Festival can be difficult, especially if you receive more registrations than you can accommodate. That is why it is very important to have a strict deadline for registrations. Schools who register by the deadline should obviously have preference over the late ones. The schools who are not selected should be chosen first for the following year's Festival.

Ways to select the schools/classes that will participate are as follows:

- First come-first served – Accept classes up to your target number. This may not be totally fair since sometimes mail is held up in the school's front office or the teacher may have to get special permission from the principal or administrators to attend. This can delay them in returning their registration form on time. If you decide to select your schools/classes on this first come-first served basis, let the teachers know in the initial flier or letter that this is how you will be selecting the schools/classes.
- Random Drawing – Draw schools or classes up to your target number.
- Regional Random Drawing – If your festival covers a large area, divide it into regions. This might be based on population, by geographic area or a combination of both. Draw from each region up to the total number of students you can accommodate.

After the registration deadline and selection process the following contacts need to be made:

- ❑ Send a follow-up letter to the teachers letting them know if they will or will not be attending. Attachments 9 through 11 are sample letters for corresponding with the teachers that were selected. In this letter, include the times that they are scheduled to attend the Festival. Address these letters directly to the teachers using the names and addresses on the registration forms, rather than addressing them to "Fourth Grade Teacher." Attachment 12 is a sample letter for teachers that were not selected.
- ❑ After the teachers register, mail them a Pre-Festival Teacher's Packet. This Packet should include water-related hands-on activities (not the ones that will be offered at the Festival) so that the teachers can start educating their students about groundwater prior to attending to the Festival. (See the Sample Teachers Packet in Appendix C).
- ❑ A few weeks before the Festival send a confirmation letter that gives their schedule for the day and also details about the Festival, i.e. parking, t-shirts, special needs students, number of chaperones to bring, lunch, etc.

Festival Agenda & Scheduling

Creating an Agenda for Your Festival

There are two examples of agendas provided in this section. Feel free to change things to better suit your Festival. At each Festival held thus far in Alabama, we have used the half-day agenda. Teachers have commented that they like having a half-day field trip. The half-day agenda works well if you have 600 or more students at the Festival. Each school participating attends either Session 1, which goes from 8:00 to 11:45 am or Session 2, which goes from 10:00 am to 1:45 pm. The schools furthest from the host facility participate in

Tip Box

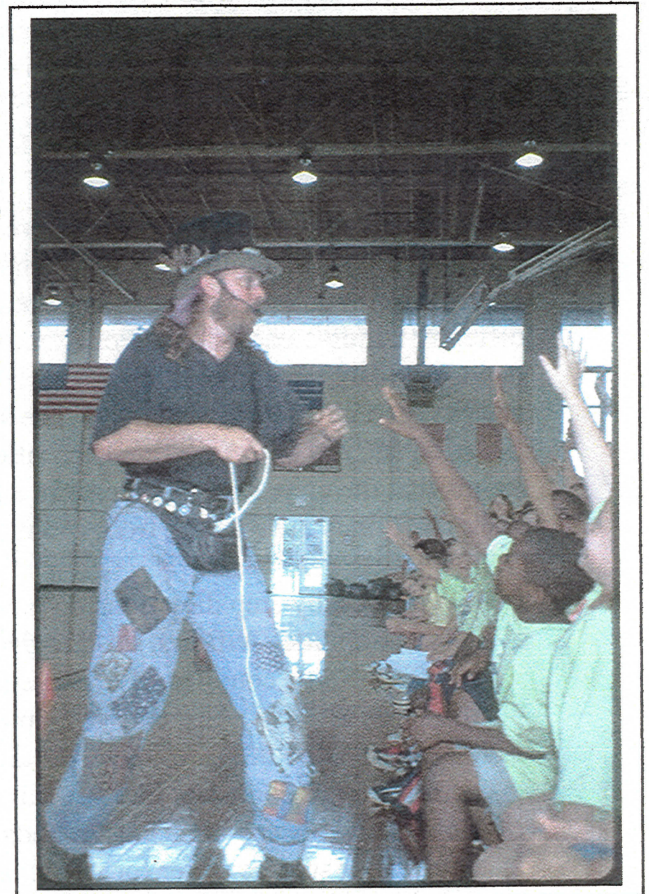
Don't forget when creating an agenda, to include a break for bathrooms and lunch.

Session 1 so that they will have plenty of time to arrive at the host facility and return to school before school lets out. There is one central location where buses unload. The teachers are asked to not unload from the bus until a volunteer has explained the parking procedure. We have found it best to

unload the buses one at a time.

Once all the students are off the bus there will be a volunteer "tour guide" for each class. The guide holds a sign with a school name and the last name of the teacher on it, the teachers are told to find the tour guide with their name. The tour guide will walk the class to each of their activities. There is a five minute break in between activities so the classes have time to rotate to the next activity.

The activities for each class are held in the same building so that five minutes is ample time to get to their next activity. There is only one class per room to prevent overcrowding and each room has at least two presenters. After the third activity for session 2, there is a break for lunch followed by an entertainment show. We ask the classes to bring sack lunches and have a picnic outside, provided the weather is nice. A back up plan is necessary in case of bad weather. We suggest students eat in the class they were in for the third activity. The entertainment is the only time that all the schools and students are together at one time. Suggestions for an entertainer include a magician, puppet show, story-teller, band, historian, drama performance, or other related activity. If you are working with limited funds, you can omit the entertainment show.



Agenda #1 Half-Day

Session 1

8-8:45 am	Arrive at Host Facility
9:00 - 9:30	Activity 1
9:35 - 10:05	Activity 2
10:10 - 10:40	Activity 3
10:40 - 11:00	Break
11:00 - 11:45	Entertainment Show
11:45	Return to School

Session 2

10 - 10:30	Arrive at Host Facility
10:50 - 11:20	Activity 1
11:25 - 11:55	Activity 2
12:00 - 12:30	Activity 3
12:30 - 1:00	Lunch
1:00 - 1:45	Entertainment Show
1:45	Return to School

If you would prefer to have an all day Festival, below is an optional schedule. This schedule will also work for a smaller Festival. This schedule allows for 10 minutes between activities to allow extra time for bathroom stops. You may have to rework this schedule to fit your needs.

Agenda #2 Full Day

8:00-8:45	Arrive at Host Facility
9:00-9:30	Activity 1
9:40-10:10	Activity 2
10:20-10:50	Activity 3
11:00-11:30	Lunch Break
11:40-12:10	Activity 4
12:20-12:50	Activity 5
1:00-1:30	Activity 6
1:30	Return to School

Scheduling

Once all the schools have been registered and their attendance confirmed it is time to schedule each classes daily agenda. The business of scheduling can get complicated. The coordinator in charge of scheduling needs to make sure that each class participates in different hands-on activities. For example, if your agenda allows each class to attend three hands-on activities then Ms. Smith's class may be scheduled for a wetland activity, an aquifer activity, and a filtration activity. Make sure they do not attend two aquifer activities and 1 filtration activity or two wetland activities and 1 aquifer activity, etc. Also, make sure all the rooms that the class will participate in are in the same building, so the class will not have to walk far as they are rotating from room to room.

Below are step-by-step directions on how to schedule your classes.

- ☐ Your committee will first need to decide how many different hands-on activities you want to offer. Some counties have chosen to select three good activities and every class attends the same activity. Alternatively, you can offer 6-8 different activities and schedule the classes to attend three of the eight activities. The scheduling is easier if you choose three activities, but don't feel like you have to limit yourself to just three. If you decide to offer three activities and are using Agenda #1, make sure that one of the activities deals with aquifers or surface water (or whatever means your county or city receives its drinking

water). We have found that it is very important for each class to participate in one activity that teaches them where their drinking water comes from. If you choose to offer more than three activities then you should still consider having each class participate in one activity that teaches them where their drinking water comes from. For example, in Colbert County a hydropower activity was presented that presented information from TVA.

- ❑ You will then need to decide how many sessions of each activity you will need. For example, let's say you decide to offer the following activities: aquifer in a cup, filtration, amazing water, rainsticks, and water cycle. Now let's say you have 27 classes coming to the Festival. If your city receives its drinking water from an aquifer then you should make sure each class participates in the aquifer activity. Therefore you will have to offer 9 sessions of aquifer activities (since every class will participate in 3 activities). Next you will have to decide how many sessions of filtration, amazing water, rainsticks and water cycle activities you want to offer. Determining how many of these sessions to offer may be based on your budget since some activities require more expensive materials or on which activities you think are the most fun and educational. You need to make sure that each class participates in three different hands-on activities.
- ❑ Create a spreadsheet with the building, room number, name of activity, and times of your activities. You might want to use the blank one provided below or create something similar. A partially completed schedule is also included. Notice they are grouped in bold in sets of three. This is because if you are using Agenda #1 then each class will attend three hands-on activities. You will also need to make sure that in each group of three there are different activities, i.e. one aquifer activity, one filtration activity, and one rainstick activity. This ensures that each class will participate in three different hands-on activities.
- ❑ Fill in the building and room numbers that all the activities will be held in. Make sure each group of three are all in the same building. If you are unable to get three rooms in the same building then make sure your buildings are close enough that the classes can walk to and from during the 5 minute break between activities.
- ❑ Next, under the 9:00-9:30 am column write the last name of three teachers and their school. Those three teachers will be rotating within the first three building/rooms listed. If possible, try to keep all the teachers from the same school in the same building.
- ❑ Move to the 9:35-10:05 column and fill in the same teachers names and school. You must make sure that the teachers are in different rooms than they were in the 9:00-9:35 session.
- ❑ Move to the 10:10-10:40 column and fill in the same teachers names and school. Once again they will be in a different room than the first two sessions. See partially completed schedule below.
- ❑ Continue in this same format with a new group of three teachers until every teacher has been assigned sessions.
- ❑ Once your schedule is complete, send each teacher a memo with his or her schedule for the day. Attachments 10 and 11 in the Registration and Scheduling section are examples of the teachers schedule.

BLANK SCHEDULE SHEET

Bldg./Room No./Activity	9:00-9:30 am	9:35-10:05 am	10:10-10:40 am

PARTIALLY COMPLETED SCHEDULE

Bldg./Room No./Activity	9:00-9:30 am	9:35-10:05 am	10:10-10:40 am
Univ. Ctr. 131-Aquifer	Smith - Horizon Elem.	Turner - Horizon Elem.	Vaughn - Horizon Elem.
Univ. Ctr. 132-Filtration	Turner - Horizon Elem.	Vaughn - Horizon Elem.	Smith- Horizon Elem.
Univ. Ctr. 133-Rainsticks	Vaughn - Horizon Elem.	Smith - Horizon Elem.	Turner - Horizon Elem.
Univ. Ctr. 134-Aquifer	Wilson - Mt. Gap Elem.	Taylor - Mt. Gap Elem.	Jones - Mt. Gap Elem.
Univ. Ctr. 135-Filtration	Taylor - Mt. Gap Elem.	Jones - Mt. Gap Elem.	Wilson - Mt. Gap Elem.
Univ. Ctr. 136-Rainsticks	Jones - Mt. Gap Elem.	Wilson - Mt. Gap Elem.	Taylor - Mt. Gap Elem.
ASB 121-Aquifer			
ASB 123- Filtration			
ASB 109-Rainsticks			
ASB 114- Aquifer			
ASB 106-Filtration			
ASB 222-Rainsticks			
ASB 223- Aquifer			
ASB 228-Filtration			
ASB 204 -Rainsticks			
Morton Hall 385- Aquifer			
Morton Hall 386-Filtration			
Morton Hall 387-Rainsticks			
Morton Hall 375- Aquifer			
Morton Hall 376-Filtration			
Morton Hall 377-Rainsticks			
BC 269- Aquifer			
BC 284-Filtration			
BC 286-Rainsticks			
WH 104- Aquifer			
WH 113-Filtration			
WH 129-Rainsticks			

Presenters and Volunteers

The assistance of many dedicated individuals is needed for a successful Festival. Festival volunteers are called upon to lead, as well as serve in many different capacities. One or two committee members should coordinate the volunteers. This includes, finding the volunteers, assigning volunteer duties, and providing the necessary information to them, such as the building and room they will present in, the schedule, the schools/teachers they will be presenting to, etc. Volunteers are the key to making your Festival a success! Attachment 3, in the Fundraising section can be used as advertisement for volunteers as well as sponsors. Attachment 14 is a volunteer form that can be sent to all prospective volunteers.

VOLUNTEER DESCRIPTIONS

Classroom Presenters - Classroom presenters are needed to demonstrate and teach the hands-on activities. There should be at least two presenters per room. Each presenter should attend a training session to learn how to teach their chosen activity to the students. The training session can be one week or the day before the Festival. They should be provided with a kit of all the materials and supplies that they will need to present their activity.



Tip box

The presenters are critical to the success of the Festival. They can make or break your Festival since each presenter will be teaching and influencing approximately 167 students. Therefore, it is crucial that you select presenters that are knowledgeable and have good communication and teaching skills. They also need to be animated and engaging with the students.

Tour Guides – The role of the tour guides is to greet the classes as they arrive at the Festival. Each tour guide will take one class to all their events/activities throughout the day and makes sure that the class stays together, stays on schedule and does not get lost or confused. A training session will be held for the tour guides to familiarize them with the campus and how the Festival is organized.

Teacher Resource Room – Volunteers are needed to organize the free materials that are given to the teachers. There will be many materials to sort and keep organized. Volunteers stuff the teacher bags with the materials. The bags are given to the teachers at the end of the day as they are loading the school buses to return to school. You may also give each student a bag filled with goodies such as water comic books, stickers, pencils, balloons, etc. A committee member should coordinate finding all the materials to be stuffed in the teacher and student bags. Plastic bags have been donated from local banks, environmental groups, and Natural Resource Conservation District offices.

Entertainment Volunteers – Volunteers escort the classes to their seats in the gymnasium for the entertainment show. This could be a magic show, puppet show, band, storyteller, etc.

Bus Transportation – Volunteers need to organize how the buses will drop-off and pick-up the students and direct the buses to the designated parking area.

Food – Volunteers set and clean up the free lunch food provided to all volunteers of the Festival.

Runners – Many runners are needed to check on the activity classrooms to make sure the presenters have all the materials needed. One or two runners are assigned for each building. The runners are given a box of extra materials so if a presenter is out of something the runner can find the extra supplies in the box.

The following list should give you some ideas for potential volunteers and presenters at your Festival:

Local Agencies

- Natural Resources or Soil & Water Conservation Districts
- Cooperative Extension Service
- Municipal Water and Waste Water Departments
- Public Power Districts
- County Health Department

State Governments

- Soil Conservation Service
- Department of Environmental Management
- Game and Parks Commission
- Department of Health
- Department of Education
- Geological Survey of Alabama

Federal Government

- Environmental Protection Agency
- Army Corps of Engineers
- U.S. Department of Agriculture
- Natural Resources and Conservation Service
- U.S. Geological Survey
- U.S. Fish and Wildlife Service

Education

- Universities/Colleges/Community Colleges – Education majors, professors
- Cooperative Extension
- Departments: Meteorology, Biology, Geology, Civil Engineering, Agricultural Biological Engineering, Entomology, Environmental Studies, Agronomy, Education, Water Center or Water Resources Research Institute

- State Museum
- High School: Ecology/Biology Club, FFA, Drama/Speech Club, Environmental Club
- Elementary Teachers or Environmental Education Specialists
- Education Television

Private Businesses

- Well Drillers and Pump Suppliers
- Irrigation Equipment
- Fertilizer/Chemical Supply
- Engineering Firms/Consultants
- Television Station Meteorology Department
- School Supply/Book Stores
- Environmental Consultants
- Testing Laboratories
- Scientific Equipment Supply

Non-Profit Organizations and Associations

- Legacy, Inc.
- National Wildlife Federation
- Sierra Club
- Audubon Society
- Water Environment Federation
- National Water Resources Association
- National Water Well Association
- Water Education Foundation
- Alabama Water Watch
- Local Watershed Groups

Entertainers

- Magicians
- Puppeteers
- Story Tellers
- Musicians
- Dancers
- Historians
- Drama Clubs

The following list should give you some ideas for potential volunteers at your Festival:

- High School Students
- Future Farmers of America
- Ecology Clubs
- Geography/Biology Classes
- 4-H Junior Leaders

- College Students – education majors, natural resources majors, civic clubs/organizations
- Environmental Groups – Sierra, Audubon
- Master Gardeners
- Service Clubs – Rotary, Kiwanis, Optimists, Lions, United Way
- Girl/Boy Scouts and Leaders

Presenter and Tour Guide Training Session

We hold a training session for all presenters, tour guides, and runners within one week of the Festival. At the training you can give them their Festival t-shirts.

Presenter Training Session

It is important that you assign each presenter the activity that is most suitable for him or her. There are several ways to do this. One way is to give the presenter a description of all the activities that you want to offer at the Festival and let him or her choose which activity they are most comfortable presenting. Another way is for the Festival organizers to assign the activity to the presenter. The third way is to give the presenter the opportunity to develop their own activity. If you do this third option, you will need to provide the presenter with your goals and objectives for the Festival and review the activity he/she has developed.

Tip Box

It is very important that you find out if the activity is accurate, unbiased and appropriate for the audience. Be especially careful with controversial topics. Information presented should not frighten or shock students.

Trainers should give presenters:

- ☐ their building and room number,
- ☐ how to set up their classrooms (groups or in rows),
- ☐ a map of the host facility,
- ☐ a schedule with the times and classes that will be attending the presentations
- ☐ information on cleaning up the rooms,
- ☐ location of the volunteer lunch,
- ☐ what to do with their last class with regards to lunch,
- ☐ where to return their extra supplies.
- ☐ about the importance of water in their daily lives.
- ☐ Provide information on water and groundwater statistics and possible questions that the presenters can ask the students. The presenters should understand how to link their activity to the students daily use of water.
- ☐ Provide tips and training on how to keep the students engaged and the activity moving.

The presenters training session is very important. Mail each presenter their activity and a description of their duties prior to the training session, so the presenters have a chance to read the activity and come prepared with questions. At our training sessions, we divide the presenters up by the activity they will present. There should be at least one trainer per activity. The trainer will describe the activity to the presenters and show them how to perform the hands-on activity. Then the presenters conduct the activity themselves, so they will be familiar with exactly how the activity works. The presenters may be given a box of all the supplies and materials that they will need on the day of the Festival. They are asked to take the box home with them and practice their activities prior to the Festival. They should bring the box with them on the day of the Festival and set up in their classroom at least 30 minutes prior to the arrival of the first class. Alternatively, the committee may deliver the boxes directly to the rooms the day of the event. As supplies become

Low, they should inform the runners of the materials needed. Emphasize the importance of staying on schedule. If a class arrives 15 minutes late or early, the presenters should keep the class 15 minutes or shorten their presentation by 15 minutes to stay on schedule.

The presenters are given 5 minutes to clean up and prepare for the next class. It is important that they remain organized so that the clean up process goes quickly. There should be at least two presenters per room. It is also acceptable for the presenter to ask the tour guide to help while the guide's class is participating in the activity. Teachers may be asked to help with handing out supplies.. They are usually glad to be of assistance. If they have any materials left at the end of the day, they are told to drop them off at a designated location so the materials can be sorted and stored for the next year.

Tour Guide Training Session

One training session is held for all volunteers serving as tour guides. They are asked to meet at a central location at the host facility within a week before the Festival.

The tour guides are to arrive at the host facility no later than 8:00 am the day of the Festival. Upon their arrival, guides are given a sign that has the last name of the teacher and the name of the school (Attachment 17) as well as a schedule of the classes that they will be accompanying throughout the day (Attachment 18). The schedule includes the name of the teacher and school and the building, room numbers, and times of each activity. We put our signs in a clear sheet protector so they do not get torn or dirty. As the buses arrive the tour guide will be standing alongside the buses holding the signs with the teachers name and school.

The trainer should give the following information to the tour guides:

- ☐ an overview of the Festival and their responsibilities (Attachment 16 - 18).
- ☐ a tour of the buildings and rooms that will be used.
- ☐ that they must stay in each classroom so that they can assist the presenters in any way needed,
- ☐ they are also a link between the presenters and runners. If a presenter runs out of a particular material he/she will tell the tour guide what is needed. The tour guide will then need to find a runner to bring the items needed to the presenter.
- ☐ the location for the volunteer lunch

The teachers have been told in prior memos that they are to find the tour guide who is holding their sign. Once the class and tour guide meet, the tour guide will walk the class to their first activity as stated on the schedule given to them that morning. The tour guides will take the class to all their activities throughout the day so that no one will get lost or confused as to where to be. If you are using Agenda #1 from the "Creating an Agenda for your Festival" section of this manual, then the tour guide will not have time to walk the class to the entertainment show. They will walk the class to their third activity, but then will return to the bus drop-off site to meet their next class for the next session that begins at 10:50 am.

Runners Training Session

The runners training can be held the morning of the Festival or the day before. There should be 1-2 runners assigned to each building. It is important that they clearly know their responsibilities. The runners must walk from room-to-room throughout the day asking the

Tip Box

It is recommended that the runners and festival organizers all have walkie-talkies to coordinate supply orders and to manage small emergencies that may arise.

presenters if they need any additional materials or if they are about to run out of materials. It is fine for them to walk into the room in the middle of the activity to briefly ask the presenter if they need anything. One useful idea is to supply the presenter with a bright ribbon to post outside the door of their classroom to alert the Runner for supplies or assistance. This is simple and effective. Each runner will be given a box of extra supplies so if a presenter does need something the runner can quickly give it to him/her. If they need an item that is not in their supply box then the runner will need to inform a Festival organizer of the item that is needed. The Festival organizer will then need to quickly purchase that item and get it to the presenter. The runners need to check on the presenters many times throughout the day.

The other volunteers (entertainment, food, buses, teacher resource room) do not have to have a special training session. They can be told by phone or letter what they need to do and where to be and at what time.

Materials for Presenters and Runners

There should be one or two coordinators responsible for purchasing and sorting the supplies for the activities. Most of the supplies for our Festivals can be purchased at grocery stores, Wal-Mart or Kmart Stores. There are some items such as mailing tubes and syringes that have to be specially ordered. Once all the materials are purchased, they will need to be sorted into boxes by activity. These boxes are then given to the presenters at their training session or to the runners.

Presenters Box

Here is a checklist to help you determine what and how many items need to be purchased:

- ☐ Make a list of all the materials that are needed for each activity (Attachment 19).
- ☐ Determine how many classes each presenter will teach. Let's assume you are following Agenda #1 from the "Creating an Agenda for your Festival" section. With this agenda each presenter will be teaching their activity 6 times throughout the day (there will be 6 different classes). This means you have to determine how many of each item the presenter will need to teach six classes.
- ☐ Determine how many students will be in each class. We have found that the biggest class size will consist of 28 kids. However, most of your classes will be smaller than this. But since it is possible to have 28 students per class and there are six classes a day, then each presenter will need enough materials for 168 students.
- ☐ Determine if the students will work in groups. At our Festivals the students work in groups of four. So if there are 28 students in each class then there will be 7 groups of students working together. When the students work in groups of four they can share some items and fewer materials need to be purchased.

(You now know that each presenters box needs enough materials for 168 students and that there will be 7 groups of students working together in one class.)

- ☐ Now refer back to your materials list and the written lesson. (Appendix A). Read through the lesson to determine if you need one of each item per group or several items per group. Mark on your materials list how many items are needed per group since there will be seven groups of students working together.
- ☐ There are some activities where the students will be working on their own. For Aquifer in a cup, Rainsticks, Hydro Van Gogh, and Edible Aquifers each child will be making their own rainstick, hydro picture and aquifer. Therefore you will need to purchase one tube per student for Rainsticks, one piece of construction paper per student for Hydro Van Gogh, and one clear 8 oz. Cup per student for Edible Aquifers. For Edible Aquifers you will need approximately 4 oz. of ice cream per student. For Aquifer in a Cup you will need about 2 oz. of sand and 2 oz. of gravel per cup (use an 8 oz. clear plastic cup). Make sure the sand for Aquifer in a Cup and Wetlands is very course construction sand. Playground sand will not work.
- ☐ Now you have a list of the number of items needed for one presenters box. Use this list when sorting your materials into the presenters boxes.

- ❑ From the scheduling coordinator, you should receive a list of the number of classroom activities (or sessions) which will be offered at the Festival. For example, 9 classrooms and presenters of Edible Aquifer activities, 5 sessions of filtration activities, 8 Rainstick activities, etc. If there are 9 classroom sessions of aquifers then you will need 9 times as many items on your list of items per presenters box. You should make a separate list of the total items to be purchased.
- ❑ Once you have all the materials purchased refer back to your first list and begin sorting the materials by activity. There will be one box per classroom activity session. Using the example above, you should have 9 boxes of materials for Edible Aquifers, 5 boxes for Filtration, and 8 boxes for Rainsticks.
- ❑ Now your boxes are complete and are ready to be given to the presenters at the training session.
- ❑ Rainstick activity hint: Instead of using the nails as the lesson is written, use one cup of packing peanuts instead. Just have the students pour a cup of packing peanuts along with the beans, rice, macaroni, or seeds. This is much easier!

Runners Box

The runners boxes should be prepared when you prepare the presenter boxes. The runners should have extra paper towels and supplies for the activities taking place in the building. For example, if the activities include wetlands, rainsticks and aquifer in a cup then the runners box needs extra paper towels, sponges, food coloring, crayons, rice, tacks, string, styrofoam peanuts, clear plastic cups, syringes, etc. As you prepare your list of supplies be sure to calculate the extra supplies needed for the runners box.

Other Festival Details

Teacher Resource and Student Bags

At the end of the festival, as the teachers and students are leaving the entertainment, they are given bags to take with them. The bags are filled with resource materials for the teachers and fun, educational materials for the students. The teacher bags are filled with reference materials such as posters and education booklets. The students bags are filled with whatever is donated such as pencils, coloring books, and magnets.

Tip Box

It is important to start collecting the materials for stuffing the bags early in the planning stage of the festival.

Publicity

One committee member should coordinate publicity. This person is responsible for sending fliers and media releases to TV stations, radio stations, and local newspapers. They will also need to make phone calls to personally invite these groups to the Festival and possibly meet them at the Festival to walk them around and answer any questions. You might be able to get a local radio station to broadcast live from your Festival. Arrange to have someone film the Festival and to take pictures of the activities and students. The film and pictures can be used later to put together a video or slide show to help promote the Festival in future years and to help obtain donations from businesses. Attachment 20 is a sample news release that can be sent to the paper or local TV station.

Maps and Programs

You will need to send each teacher a map of the host facility. Make sure you highlight where the buses should unload the students and the buildings where the activities will take place. If you have the funds to print a program for your Festival, then do so. The program could include a list and description of the activities with all the presenters and volunteers. A program also provides an opportunity to acknowledge your volunteers, and sponsors.

Transportation and Parking

Transportation is a very big item for the Festival. Generally, the county or city school boards will absorb the cost of bus transportation for the students. It is important to communicate with the bus drivers by sending them instructions about loading and unloading, plus a map of the facility. Make sure you have one central place for the buses to drop off the classes and to park. The host facility may be able to block off a separate parking lot for the buses. Volunteers should be assigned to directing the school buses.

The bus drivers will be there while the students are going through the activities. We invite them to watch the entertainment and offer them a T-shirt.

First Aid

Whether your festival is large or small, it is wise to have some kind of first aid kit or station available. No matter how "controlled" your event may be, kids get sick and suffer all kinds of

of bumps and bruises. You might contact a nurse or other medical professional from the community to be available at a designated location. Let everyone know about the first aid station by putting it on a map and marking it with a sign. Another option is to get a HEMSI ambulance or personnel to be present “just in case” or see if the host facility has a clinic that can be used for the Festival participants. Most colleges or universities have some kind of clinic or wellness center that are staffed by nurses. Check to see if this is available to you.

Post-Festival Follow Up

It is very important to send acknowledgements as soon as possible after the festival. Thank you letters should be sent to all volunteers and all sponsors. It is also important to thank the school board for providing transportation and letting the students attend the festival. The hosting facility should also be acknowledged and if possible make a tentative arrangement to use the facility the following year. Attachments 21 and 22 are sample thank you letters for the sponsors and volunteers.

In addition, it is important to evaluate the festival and have one last committee meeting to discuss the strengths and weaknesses of the festival. Evaluating your Festival is a very important step in the development process. Discovering the strengths and weaknesses of the Festival is the key to making the Festival stronger and better each year. Every year we have made improvements on our Festivals based on evaluations from teacher, volunteers, and committee members. A few days after the Festival we send evaluation forms to every teacher. We also send an evaluation form along with the thank you letter to all the volunteers. A deadline is given to return the evaluation forms. Approximately two weeks after the Festival we hold a committee meeting to discuss lessons learned from the Festival. After all evaluations have been received, the committee member in charge of the meetings provides a summary of every comment to all committee members.

The improvement of each Festival comes directly from the evaluation data collected from everyone involved. Attachments 23 and 24 are sample evaluation forms.

Festival Checklist

Once the committee is established, the following checklist of items needs to be accomplished:

- ☐ Organize a planning committee
- ☐ Determine a location and date for the Festival.
- ☐ Decide upon age level.
- ☐ Determine the size of the Festival (number of students to attend) needs to be decided. This will be based on the available facility.
- ☐ Choose a theme for the Festival and t-shirts (if you decide to have t-shirts).
- ☐ Determine the activities and entertainment the day of the Festival.
- ☐ Work up a budget.
- ☐ Determine your fundraising goal and contact potential financial and in-kind donation sponsors. Transportation is a big item. Try and get the school board to donate the bus transportation.
- ☐ Decide how fundraising and donation money will be handled? Which committee member/agency will be responsible for the fundraising money? It works best for one agency to open a separate Festival account where all donation checks are deposited and Festival expenses are purchased.
- ☐ Promote the Festival to schools.
- ☐ Create a teachers resource packet to send with registration materials.
- ☐ Develop an agenda and schedule for the festival
- ☐ Verify bus transportation, drop-off, loading and parking areas
- ☐ Recruit presenters and volunteers.
- ☐ Determine the materials and supplies needed for the activities
- ☐ Provide information to media about Festival.
- ☐ Organize the VIP breakfast
- ☐ Verify lunch for the volunteers
- ☐ Prepare “goody” bags for children and teachers
- ☐ Thank You letters to sponsors and volunteers
- ☐ Post event evaluations to teachers and volunteers.