
**SASKATCHEWAN YOUTH HERITAGE
FAIR ASSOCIATION INC.**



Saskatchewan Youth Heritage
Fair Association Inc.
Policy and Procedures Manual

Revised 2007

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Saskatchewan Youth Heritage Fair Inc.

The Saskatchewan Youth Heritage Fair Inc. (SYHFA) is committed to the promotion of the Heritage Fairs program in Saskatchewan. Its objectives are:

- ♦ Consultative services for those who deliver the Heritage Fairs program.
- ♦ An information network to provide resources and materials for those who deliver the program between the Heritage Fairs program and those delivering the programs at the regional, district, and local levels.
- ♦ A program that adheres to the goals of the Heritage Fairs program.
- ♦ Funds to deliver the SYHFA Program.
- ♦ Human resources to plan and deliver the SYHFA Program.
- ♦ Services so the SYHFA will be the coordinating body of the Heritage Fairs program in the Province of Saskatchewan.
- ♦ A cooperative network with other local, provincial, national organizations and institutions and agencies in furthering the Heritage Fairs program.

Code of Conduct

Committee members are ultimately responsible for the SYHFA's actions and decisions. New committee members must be educated about their responsibilities. Outlined below are general duties and responsibilities of committee members:

- Understand the primary purpose, the programs and services, and the sources of revenue
- Ensure that the mission statement is adequate
- Establish goals, policies and priorities and monitor the progress and results
- Review and approve the annual budget
- Approve significant purchases, financial commitments and contracts
- Recruit other organizations to serve on the committee

- Ensure all meeting minutes are recorded.

Conflict of Interest

A conflict of interest arises when committee members use their position or the SYHFA's assets resulting in pecuniary or monetary gain for themselves, their family or associates. In order to avoid conflict of interest, committee members should put the good of the association first and avoid engaging in transactions in which a committee member would personally benefit.

Conflict of interest can arise when:

- Persons and firms supplying goods and services to the association.
- Persons and firms from whom the association leases property and equipment.
- Persons and firms with whom the association is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- Other associations.
- Donors and others supporting the association.
- Agencies, organizations, and associations which affect the operations of the association.¹

Other instances of conflict of interest can occur when committee members:

- Receive remuneration for services.
- Receive personal gifts or loans.
- Obtain an interest in securities that the association is considering to buy or sell.

This is not to say that the SYHFA cannot do business with other associations or organizations. However, it is important that any transactions are fair to the association and that the transaction is a quality service and at a fair price.

Some precautions with respect to conflict of interest include:

- Disclosure: if a committee member believes that he/she may be perceived to have a conflict of interest, this should be disclosed to the committee. Even if there is no conflict of interest, disclosure if the best course of action as perception is everything.
- Abstention: the committee member should not vote with respect to the conflicted matter.
- Fairness: the transaction must be fair and reasonable from the SYHFA's perspective.

Executive

Duties of the President

This individual is responsible for overseeing the Saskatchewan Youth Heritage Fair Inc. He/she will establish communication channels with the regional heritage fair committee chairs. He/she will provide support and guidance to all new regional heritage fair sites. He/she will promote the Program provincially.

Responsibilities include:

- be the official spokesperson of the Saskatchewan Youth Heritage Fair Inc. (SYHFA)
- be the liaison between Historica and SYHFA

- be the chairperson of the SYHFA meetings
- collaboratively set the agenda with the coordinator
- be the co-signer of all cheques written for the SYHFA
- assist the coordinator in providing assistance and support to the chairpersons of the Regional Heritage Fair Committees
- promote the activities of the association through brochures, letters, pins, and other articles.

Duties of the Vice-President

He/she will provide support to the president, promote the Heritage Fairs program, and other duties as assigned.

Responsibilities include:

- assist the president with the fundraising for the SYHFA
- shall be appointed president if the president resigns in mid office and remain president until the term of office expires
- provide assistance to the president and the coordinator when called upon to do so
- promote activities of the SYHFA.

Duties of the Treasurer

The treasurer is responsible for ensuring the financial well being of the SYHFA.

Responsibilities include:

- work with the president and the coordinator to create an annual budget
- use generally accepted accounting procedures
- follow the fiscal and auditing policies of the SYHFA; prepare an 'expense form' for the SYHFA. The expense form shall be an agenda item at the first meeting of the fiscal year and be discussed, amended and adopted
- train regional heritage fair treasurers to ensure standardize formats, determine budget requirements, and use checklists. Regional heritage fairs will have some flexibility as they determine their own needs.

Duties of the Coordinator

This individual is responsible for coordinating the day-to-day activities of the SYHFA. He/she is the liaison between Historica, the SYHFA and the field. Assisting the president to compile required reports, determine meeting agendas and forward meeting notes/attachments, and ensure all regional heritage fair sites are aware of procedures.

Responsibilities include:

- coordinate the day to day work of the SYHFA
- assist the president with communication and decision making with the day to day work
- assist the treasurer by collating financial data

¹ Why Association Directors Get Sued (And How They Can Protect Themselves). Hugh K. Webster, Esq. Webster, Chamberlain & Bean, Washington, D.C.

- prepare the annual report for the SYHFA annual meeting and Historica
- maintain a data base of:
 - teachers involved in the Heritage Fair Program,
 - students involved in the Heritage Fair Program,
 - the Board of Directors of the SYHFA,
 - people and organizations that have donated funds to the SYHFA.

Duties of the Fundraiser

The fundraiser shall be responsible to raise the funds necessary to maintain a viable Heritage Fair program for the province of Saskatchewan. The fundraising committee shall include but not be limited to the following:

- the president
- the vice-president
- the coordinator
- the treasurer.

Responsibilities include:

- prepare a contact list of provincial organizations to contact for support
- consult with the chairpersons of the regional committees to increase the list
- request that the Saskatchewan Regional Heritage Fairs not approach the membership of the provincial list (see Appendix ??) for funding
- begin fundraising activities in the fall of each year
- be prompt in sending receipts and other follow up materials to sponsors of the SYHFA.

Voting Privileges

Voting at the Regional Heritage Fair Committee

All members in good standing receive one vote. The chair of the Regional Heritage Fair committee may vote to break a tie vote.

Voting at the Saskatchewan Youth Heritage Fair Inc.

Each member in good standing may vote. The coordinator may not vote. The president may vote only to break a tie.

Constitution Review

The membership of the SYHFA Board of Directors will consist of the following:

- a representative of each Regional Heritage Fair Committees
- up to five members of associations and societies that promote Canadian heritage will be invited annually to participate as full partners, such participation to be reviewed annually.

Reporting

Annual Reports

The Chairpersons of the Regional Heritage Fairs Committees will provide the Board with copies of the annual report submitted to Historica and may include some or all of the following points:

- an annual financial statement by June 30th of each year.
- a listing of the names and number of teachers hosting a school or division fair that includes the following: name of the school division, names of the schools, names of the teachers, number of students, number of projects, and which students went on to the Regional Fair and the National Fair.
- a listing of all sponsors.
- a listing of where ceremonies were held, the names of the dignitaries in attendance, and generally who was in the audience.
- the number of visitors that viewed the various Heritage Fairs in their jurisdictions.
- copies of print media coverage and electronic media coverage, dates of media events and all reporting required by the Historica Heritage Fairs program.
- a listing of all cash and in-kind support received.
- The President of the Board will prepare an annual report for the Director of the Heritage Fair Program in accordance with Historica Heritage Fairs program policies.

Finance

Setting a Budget

The financial health of the SYHFA will be measured by the success it has to raise sufficient funds for a successful annual operation. To meet the financial needs, the treasurer will jointly prepare a budget with the coordinator. The budget will be sent to the Board of Directors at least one week before the first meeting of the Board so that every member will have sufficient time to peruse the budget to prepare for discussion of the budget at the meeting. The treasurer will formally present the annual operating budget at its first meeting in its fiscal year. The budget will be discussed, and may be modified to better reflect the needs of the SYHFA.

Income Streams

- Historica's level of support is determined by Historica on an annual basis.
- Income streams shall be organized according to the Fundraising Committee's initiatives.

-
- All monetary income will be receipted in a receipt book, carbon copied, and numbered in sequential order.

Expense Streams

- SYHFA will provide for funds for the following:
 - mileage for representatives of the Saskatchewan Regional Heritage Fairs to attend SYHFA meetings - the rate will be reviewed annually,
 - meals and accommodation for representatives of the Saskatchewan Regional Heritage Fairs to attend SYHFA meetings in accordance with the SYHFA expense form.

Cheque Requisition Forms

- All bills will be paid by cheque. Each bill will be stapled to a cheque requisition or purchase order form. The form will include the date, the person or organization that receives the cheque, the cheque number, and the signature of the person who is authorized to make the payment. The cheque requisition form and the attached bill will be stored in a three ring binder in cheque number sequence.

Receipts

- The treasurer will write a receipt for each monetary income, carbon copied and be in numeric order.

Keeping a Ledger

The treasurer will keep ledgers. The ledgers will be set up and maintained according to generally accepted accounting practices.

Setting up Categories of Expenses

Suggested categories in the ledger should follow Revenue Canada guidelines. This will assist the SYHFA treasurer in filing the yearly income tax return. However, the regional heritage fair treasurer can assign sub-categories for their own use.

Suggested categories can include the following but not be limited to the following headings:

- Date, particulars, receipt number, fundraising
- Cheque number, mileage, food, rent, postage/courier.

Monthly Balance

- The treasurer will balance the SYHFA ledger against the bank statement.

Yearly Balance

- The fiscal year will run from September 1st to August 31st.
- The year's monthly balances and bank statements will balance against the August 31st bank statement.

- The treasurer will provide an annual report to the president prior to the first meeting in the fall of the new fiscal year. The treasurer will give an annual report to the SYHFA at the fall meeting. The treasurer will discuss the previous year's budget and compare it to the final report.
- The books will be audited each year.

Audit

The auditor can be a member of the organization, but must be independent of the corporation and its affiliates. This means that the auditor cannot be a director of the corporation. The auditor presents a financial statement to the membership at the annual meeting. The auditor will verify that all financial records are accurate based on information provided to him or her.

Liability

Once an organization is incorporated, it is recognized by the legal system as having rights and responsibilities. This means that liability to members of the organization is limited. Members are not personally responsible for the debt of the incorporated organization.

Dissolution of the Organization

As noted in the Saskatchewan Youth Heritage Fair Inc. Constitution, after payment of all debts, all surplus funds will be distributed to charitable organizations that have an interest in heritage.

Fundraising

All funds will be receipted. Individuals or organizations seeking a tax-deductible receipt must make the cheque payable to Historica. The SYHFA will send the cheque to Historica and Historica will forward the donor a tax-deductible receipt. Historica will remit a cheque to the SYHFA for the full amount of the donation.

Allocating Funds to Regional Heritage Fair Committees

The SYHFA is mandated to assist Regional Heritage Fairs in their work in organizing heritage fairs. The SYHFA hopes that all children from grades 4-9 will have at least one opportunity to participate in a heritage fair. To this end, and realizing that the SYHFA itself must raise sufficient funds, the SYHFA will at its fall meeting, determine the level of funding it can provide to the regional heritage fairs. This will be part of the treasurer's report and recommendation. The SYHFA will endeavor to supply:

- a minimum grant to regional fairs in their second and succeeding years of hosting a fair
- a minimum grant to a regional heritage fair hosting a regional fair for the first time

- matching grants (one to one) to a regional heritage fair when proof of monetary donation is supplied
- the amounts of the grants will be determined annually at the fall meeting.

Investigation

Any member of the SYHFA may apply *ex parte* to the court to initiate an investigation. The court will order an investigation if sufficient grounds have been provided. Some grounds for investigation include:

- activities of a corporation are carried on with the intent to defraud any person
- activities are carried on in a manner oppressive or prejudicial to the members
- corporation was formed or is to be dissolved for fraudulent or unlawful purposes, or
- persons concerned with the activities have acted fraudulently or dishonestly.

If a member of the SYHFA makes an application for investigation, he/she shall provide the member with reasonable notice of the application. The member is entitled to appear and be heard in person or by counsel.

Chaperones

According to the rules for chaperones set by Historica, each province will have a Head of Delegation and three chaperones to accompany the fifteen finalists to the National Historica Fair.

Application Forms

- Applicants for the position of Chaperone for the National Historica Fair must submit an application form to SYHFA.
- Application forms may be found on the SYHFA web site and printed off for individual needs.
- All applications must be in the hands of the coordinator by the due date to be eligible for consideration.

Police Checks

- To be eligible for selection for the position of Chaperone for the National Heritage Fair, each application form must include a police record check that indicates the applicant is free from being charged with a felony.
- Most police record checks for volunteer positions are completed for no charge. The SYHFA is not responsible for any cost incurred by an applicant to file a complete application.

Selecting Counsellors for the National Fair

- **Counsellors must be in the teaching profession.**
- The coordinator and the president will select the three finalists for Counsellors. Each applicant

will receive notification in writing on the disposition of his or her application.

- The Head of Delegation will have had the experience of being a chaperone at least once before being appointed as Head of Delegation.
- The president of the SYHFA will have the right of first refusal to act as the Head of Delegation.

Selecting and Training Judges

The adjudication processes to select winning projects at the school and regional levels must be seen to be fair and open.

Judges at the School Fair

The Regional Heritage Fair Committee must set the parameters of an individual eligible to be a judge at the school level. However, the following points should be kept in mind in the judge selection process:

- there should be no conflict of interest between a judge and a heritage fair project
- people to be considered as judges should be those with an open mind and the ability to discriminate between the various levels of excellence among projects
- individuals of various backgrounds and experiences should be chosen to be part of the judging pool. They do not all need to be history majors, historians, teachers, or librarians
- there should be enough judges so that there is overlap in the evaluation of projects.

Training Judges for the School Heritage Fair

Judges at the school level should be brought together before the day of the fair. The Regional Heritage Fair chair or the Judging chair will go over the judging rubric so that the criteria and judging processes are clear. It is essential that the judging rubric include all the criteria listed about judging that is public information and is posted on www.saskyouthheritagefair.com. In particular, the following three criteria are highlighted:

- the information presented in the project must be historically correct
- the information presented in the project must be directly relevant to Canadian heritage; history, and culture (this includes Canadian scientific achievements)
- the project must be limited in size to the dimensions prescribed by Historica. Projects that do not follow the dimension guidelines may be eliminated for consideration to attend the National Historica Fair. The guidelines are 80 cm depth, 150 cm width and 100 cm height.

Judges for the Regional Heritage Fair

The Regional Heritage Fair Committee must set the parameters of individuals eligible to be a judge at the school level. However, the following points

should be kept in mind in the judge selection process:

- there should be no conflict of interest between a judge and a heritage fair project
- people to be considered as judges should be those with an open mind and the ability to discriminate between the various levels of excellence among projects
- individuals of various backgrounds should be chosen. They do not need to be history majors, historians, teachers, or librarians
- there should be enough judges so that there is overlap in the judge's evaluation of projects
- through consensus, all the judges should agree with the final slate of representatives and runners-up
- the regional heritage fair committee will check the suitability of the person representing the project at the national level before representatives are announced. The regional heritage fair committee will double check with the child's teacher, school principal, and the parents or guardians of the child
- the regional heritage fair committee may have information concerning a participant that is not privy to the judges. In that case the regional heritage fair committee may determine that a selection may be unsuitable. The next runner up will then be investigated for eligibility
- the Regional Heritage Fair chair (or designated committee member) will notify representatives by telephone and a follow-up congratulatory letter.

Training Judges for the Regional Heritage Fair

Judges at the regional level should be brought together before the day of the regional fair. The Regional Heritage Fair chair or the Judging chair will go over the judging rubric so that the criteria and judging processes are clear. It is essential that the judging rubric include all the criteria listed about judging that is public information and is posted on www.saskyouthheritagefair.com. In particular, the following criteria are highlighted and must be observed:

- students who have previously attended a National Historica Fair may not be considered for a spot on Saskatchewan's delegation. The judges are informed of any students who are ineligible before the judging process begins.
- the information presented in the project must be historically accurate;
- the information presented in the project must be directly relevant to Canadian heritage, history, and culture;
- the project must be limited in size to the dimensions prescribed by Historica. Projects that do not follow the dimension guidelines may be eliminated for consideration to attend the

National Historica Fair. The guidelines are 80 cm depth, 150 cm width and 100 cm height.

Setting up Regional Heritage Fair Committees

The Saskatchewan Youth Heritage Fair Inc. (SYHFA) is the governing body of the Heritage Fairs program in Saskatchewan. This program works cooperatively with the schools, specifically between grades 4 to 9.

It is recognized that hosting a regional heritage fair is a privilege that is awarded to a community. The governing board of SYHFA shall decide this privilege.

This section of the policy and procedures manual shall govern the regional heritage fairs operating in the various regions in Saskatchewan.

Structure of the Committee

A Regional Heritage Fair may be operated in one of three ways. Whichever structure the local committee decides to choose, the SYHFA expects obligations and procedures to be followed.

Incorporation

The regional heritage fair may be incorporated as a non-profit group through the Corporations Branch, Government of Saskatchewan. Once it is incorporated, SYHFA expects the committee to satisfy the obligations of the Corporation Branch and Canada Customs and Revenue Agency. (See Appendix A for some examples, Annual Returns and Tax Returns.)

Umbrella Organization

A regional heritage fair may be operated under an umbrella organization such as the Chamber of Commerce. Under such an arrangement, annual and tax returns do not need to be filed. The regional committee must have its own bank account that is separate from the umbrella organization.

Non-Incorporated

A Regional Heritage Fair may simply operate on its own. It is very similar to the first option. Since it is non-incorporated, annual and tax returns do not need to be filed.

Although the SYHFA does not specify the maximum number of times a committee can host a regional fair, it does reserve the right to grant such a privilege.

A minimum of two meetings shall be held before December 31st. A minimum of three meetings shall be held before April 30th.

Each Regional Heritage Fair Committee should enlist the assistance of many people with a wide variety of backgrounds. It is important to have the following groups represented on a regional heritage fair committee:

- at least one teacher representing each school division as teachers will be responsible for setting up school programs and administering the heritage fair processes in their schools
- representative from a university or community college
- student or an alumnus of the heritage fairs
- people from cultural and heritage organizations and local businesses in your community.

Regional Heritage Fair Committee Membership

A strong, healthy, and robust organization might have between twelve to twenty people on its membership list. You may want to break tasks down in various subcommittees/task committees or assign tasks to various individuals on your organizing committee.

The organizing committee should be aware of the time commitment hosting school fairs and regional fairs take. Surround yourselves with hard-working, honest, positive people.

Regional Heritage Fair Committee

Heritage Fair Chair(s)

The chair is responsible for managing the regional heritage fair and reports directly to the SYHFA, and liaises with the Task Committee and local supporting groups. The chair's work is done in conjunction with the Task Committee and encompasses the following responsibilities:

- Set the agenda and chair the meetings.
- Create the task committees and nominate people to positions.
- With the treasurer, determine the budget.
- Send out a copy of the agenda and your message at least one week before the meeting to each member.
- Set a time limit for the meetings.
- Be assertive. Get the job done, but be sensitive to the needs of the committee. They are all volunteers, as you are.
- Be an encourager. Be available for giving opinion, do not waffle too often, praise others and praise often. Draw attention to the good work of those on your committee.
- Make sure everyone gets his/her task completed. You are a member on every committee.

- Liaise with the Task Committee representatives and ensure that deadlines are respected.
- Act as liaison between the Regional Heritage Fair committee and the SYHFA.
- Collect and compile Task Committee activity reports.
- Ensure a bilingual component to all aspects of the fair (where applicable).
- Monitor spending and ensure financial records are complete.
- Act as official spokesperson for the regional heritage fair in the media.
- Represent the Regional Heritage Fair committee at provincial meetings.

Fair Day

- Oversee planning of opening and closing ceremonies (keep them simple and brief, speakers "speak to the children", and make it fun).
- Oversee the general hospitality services as host for the regional heritage fair.
- Ensure that procedures and policies regarding judging are in order.
- Ensure the effectiveness of all individuals/groups responsible for specific tasks.
- Celebrate the success of the fair with volunteers.
- Ensure proper coordination of the announcement of the student delegation selected to the National Heritage Fair.
- Coordinate the closing ceremonies including the distribution of special awards.

Heritage Fair Vice Chair

The chair delegates duties to the vice chair. The vice chair takes over the duties of the chair in the event of the chair no longer capable of fulfilling his/her duties or steps down from the position.

Secretary (as needed)

The secretary provides assistance to the chair and the task committees in preparing and disseminating the agendas for the monthly meetings.

- Distribute the agenda as advised by the chair.
- Record and distribute the minutes of monthly meetings.
- Make file folders called (but not limited to): Pending, To Do, Agenda, Minutes.
- Make a list of all those on your committee complete with addresses, phone numbers, and email addresses. Send a copy to the Coordinator, SYHFA.
- Keep copies of all records, documents, and reports produced by the committee and various task committees.
- File all correspondence received by the regional heritage fair committee and task committees.

- Express appreciation to contributors, volunteers and sponsors to the fair as required.
- Prepare monthly reports as instructed by the chair and task committee representatives.
- Prepare various documents for distribution as requested by the chair or task committee representatives.
- Assist the task committees with correspondence and reporting.

Treasurer

Operating Budget

A proposed operating budget (Appendix F) shall be submitted before December 31st. In any subsequent meetings, income and expenses should be compared with the proposed budget (Appendix H). This should be submitted along with the minutes of regional heritage fair meetings. This information will facilitate in formulating your next year's operating budget.

Fiscal Year

The operating year for all Regional Heritage Fairs shall be between September 1st to August 31st.

Financial Reports

At the end of the operating year (August 31st), financial statements (Appendix F) shall be submitted by October 31st to the provincial treasurer. An opening financial statement will be required from all new Regional Heritage Fairs (Appendix B). An opening financial statement shall be submitted along with the proposed budget by December 31st. An official audit is not required. The SYHFA reserves the right to examine any committee's financial records.

Defaulting Creditors

In the event that a committee defaults its creditors, the SYHFA shall satisfy the creditors. The committee's privilege to host another heritage fair will be re-assessed. If privilege is granted, the debts will be repaid to SYHFA through a repayment plan.

Cessation of Operations

In the event that a committee wishes to cease hosting a regional heritage fair, all properties shall be returned to SYHFA. "Properties" are defined as physical and liquid assets (i.e. bank balance, posters, newspaper clippings, notes, etc.). The SYHFA will transfer these properties to the new committee within that region.

Responsibilities include:

- At the end of the operating year, August 31st, financial statements (Appendix C) shall be submitted to the provincial treasurer by October 31st.

- An opening financial statement will be required from all new Regional Heritage Fairs (Appendix B). Opening financial statements shall be submitted along with the proposed budget by December 31st.
- An official audit is not required. However, the SYHFA reserves the right to examine any regional heritage fair committee's financial records.
- Receipt all monetary incomes with carbon copy receipt book. The receipt book should be one that shows numeric sequence.
- Balance the cheque book against the monthly bank statement.
- Write cheques for all bills. Do not pay any bill with cash.
- Use a cheque requisition form to keep track of cheques and the accompanying bills.
- Keep all the cheque requisition forms in a three-ring binder.
- Balance the account against bank statement records.

Media Coordinator

This coordinator's main task is to create public awareness, support and attendance for the fair in your community. This subcommittee can also manage the official ceremonies and awards events and to publicize other community events associated with the fair.

The coordinator is responsible for maximizing the publicity of the regional heritage fair and monitors fair attendance.

- Enlist local sponsors (work with the Fundraising Coordinator) and media to create awareness and support for the fair.
- Contact local newspapers and provide them with stories and an events calendar. Meet with the media in your area and ask them to assist you in getting the word out about your fair and other Heritage Fair activities.
- Issue information about the schools, the students and their projects to the local newspapers, TV and radio.
- Send posters and invitations to schools and community groups in the area to visit the Fair. Blank posters are provided to each fair site. Work with the other task committees to establish a contact person and set up a timetable for visiting schools and organizations.
- Organize events and school visits, by Historica or local celebrities and other promoters of the fair.
- Oversee the use of sponsor names and logos in all materials associated to the fair.

Day of the Fair

- Oversee logistics for the opening and closing ceremonies.
- Coordinate hospitality services for any groups/individuals with local press and media representatives.

While media outlets are dependent upon advertising for their livelihood, they depend equally upon news for their existence. You, your group and your event are news. When approaching the media, emphasize the theme of heritage. A picture of a student in period costume, a completed project or a collection of artifacts being inspected by students creates an extraordinary story. The idea that the heritage fair can be followed as it moves from classroom to local exhibitions to regional fairs and to the national fair allows the media to consider the attractiveness of an ongoing story.

Be aggressive with press releases - they are effective and they result in free advertising.

- Target senior citizen publications and rural publications to run stories and pictures regarding local community historical personalities and places, and link to the heritage fair.
- Contact local senior organizations and groups to attend the fair. Pair them up with various displays to encourage discussion about the projects.
- Contact the local museum(s) to let them know what is happening.
- Ask local citizens to describe a local event or person that has special significance for them. Create a display at the fair featuring the specific event/person.
- See if one of the local media outlets will run a local trivia contest in conjunction with the heritage fair.
- Invite members of the community to submit photographs to be part of a photographic retrospective at the fair.
- Recruit a well-known Canadian personality, who has ties to your community, to act as patron of the fair, and to participate in various ceremonies for the event.
- Prepare written or videotaped interviews with anyone from the community who has newsworthy ties to historical people or events. Provide these to the media.
- Encourage community organizations, museums, businesses, etc. to become involved by mounting an exhibit at the fair.

Awards and Prizes:

Awards are being sought to specific themes related to the fair. Corporate sponsors may specify which area an award should be made.

Venue Coordinator

The purpose of this position is to manage the site of the regional heritage fair and coordinate all fair activities. Select a site as early as possible to configure the display space for workshops, opening and closing ceremonies and live performances. A school gymnasium, community centre or museum is the most suitable.

Common elements of the venue include:

Reception area: where students can gather. A diagram of the fair area should be posted here, indicating stage areas, displays, washrooms, etc.

Display area: a wide-open area that can accommodate approximately 100 tables (6 feet or 8 feet long) with wall space and enough space to allow visitors to move freely among students and their projects, public and private sector displays. Provide access to electrical outlets.

Area for official ceremonies: enough space for exhibitors and visitors to sit. Stage, lighting, sound and stage decorations are options to consider.

Stage area (optional): separate but in visible proximity with the rest of the venue.

Judges room: a quiet place to meet, relax and enjoy refreshments.

Technical requirements: tables, display dividers (optional), facilities for the physically challenged, power outlets, etc.

Eating area: food and beverage available onsite for exhibitors and visitors.

Parking: enough room for buses and for loading and unloading of student and public exhibits.

Live performance performing: includes sound system, lighting, change rooms, singers for the national anthem.

Volunteer coordination: set-up and tear down.

Before the Fair:

- Assign designated areas for display of participating schools and delegate the organizers of each school to set up their displays. Keep in mind the electrical requirements of student projects and availability to outlets or power sources.
- Coordinate student registrations for table placement, workshop and meal times.
- Provide a floor plan/map of the site (including directions to the site), for participating students.
- Recruit and coordinate volunteers for Hospitality/Information table at the fair.

On Site Activities:

- Coordinate the schedule for students with a performance project and develop a program of the performances (work with the Secretary).

Day of the Fair:

Exhibits: students will set up their own displays. Additional people will be required for signage and preparing the stage. Volunteers can assist with crowd control, keep events running on time, and help with seating for the stages. Volunteers are needed for tear down (clean up) following the closing ceremonies. A nearby school's SRC, football club or other clubs associated with the school can help with these jobs. An honourarium can be paid for their assistance.

Overnight Accommodations: it is the organizing committee's responsibility to ensure that billet or alternate arrangements have been made.

Meals: if the site is already equipped to feed students, this is not a problem. Make sure that the individuals responsible are well versed in organizing large quantities of food.

After the Fair:

Thank all the volunteers who assisted with the organization of the heritage fair, participating schools and students, and schools that registered as visitors. Other points to keep in mind include:

- Begin your discussions about your venue needs early in the year.
- Work with your treasurer to allocate about two thousand dollars (\$2000) for the heritage fair. You can likely get the school board or local facility to donate space for the fair. Determine the policies and procedures for feeding the children, getting students to the fair, prizes, numbers of judges, awards, contacting the representatives, and so on.
- You will need to find a minimum of approximately 100 tables and 150 chairs for the projects.
- Support your chair/co-chairs.

Fundraising Coordinator

The coordinator or subcommittee secures financial support to match or exceed the amount provided to the regional fair site (financial donations and in-kind services).

The SYHFA provides a matching grant up to a pre-determined amount. One-half of the grant will be given out at the beginning of the fiscal year. The second half of the grant will be given upon completion of Grant Application Form (Appendix M). This form also outlines procedures on the treatment of 'in-kind' fundraising.

Regional committees performing fundraising that may involve prizes are expected to follow the guidelines of Saskatchewan Lotteries and Gaming.

SYHFA also does fundraising. In order to avoid conflicts, regional heritage fair committees are not

permitted to approach certain corporations and organizations for fundraising (Appendix Q).

- Work with a list of local businesses or individuals in your community. Approve the list with the regional chair before any contact is made. Groups targeted should dovetail with the heritage fair and share a similarity to the overall goals of the project.
- Be specific with your requests. It is easier for donors to give when they can see clearly where their donation is going. Requests for specific amounts to be spent on defined expenditures are often a condition for donations.
- Do not solicit sponsorships from businesses/individuals that the SYHFA is approaching.
- Be ready to accept services in-kind in lieu of a financial donation, but start first with a monetary request. There are many things that can be donated, and this can dramatically reduce, but not eliminate the need for direct financial support.
- Do not rely on the grants that come from the SYHFA. The SYHFA is also in the fundraising business.
- Outline the benefits that involvement with the Heritage Fairs program will deliver for the sponsor.
- Realize that you are not in competition for funds with the other regional heritage fair committees. One year you may have a surplus, the next year you may not.
- Set deadlines for the fundraising activities.
- Establish a list of fundraisers and their target sponsors. Monitor fundraising activities.
- Receipt all incomes. If someone requests a tax-deductible receipt, have the organization or individual make the cheque out to Historica and forward the cheque to SYHFA. SYHFA will contact Historica; Historica will write the organization/individual a tax-deductible receipt for the cheque, and send a cheque for the amount to SYHFA. SYHFA will write a cheque for the amount to your organization. You will send a receipt to SYHFA.
- Use only legal means to raise funds. Ensure you are aware of lottery license requirements, municipal bylaws and that the necessary paper work is completed.
- Be sure to publicize donors/sponsors on all local promotional items.

The SYHFA is responsible for securing all grants and lobbying for provincial and corporate sponsorship at the provincial level.

Because of the relationship between your regional heritage fair and the national fair, the role of the national heritage fair should be highlighted,

Historica should have a strong presence, and the opportunity for national recognition when students move forward to the national fair. It is wise to include an outline that shows the intent and extent of the heritage fairs - both regionally and nationally.

When working with small businesses, the heritage idea should be emphasized. Many community businesses emphasize their roots, display period products or tools of their trade and take pride in their date of establishment. Direct involvement of these firms as exhibitors, in-kind donors or local school presenters invariably supports a broader partnership with them.

Raffles, auctions and product sales are an option to earn money for your fair. Equally, each can be a vehicle, which provides general information to the community about your fair and the heritage program. Raffle an antique. Determine a heritage theme for your auction - use the theme when deciding on food, decorations, volunteer costumes, and advertising. The heritage emphasis changes the endeavour from "just another fundraiser" to a special event that helps people understand your heritage interest and creates an interest on their part for ongoing success.

On average, small businesses in most communities are approached two hundred times per year to donate to charitable and non-charitable causes. Understandably, groups who are known to the business, use the business within their group and through their activities and who can appeal to the business in terms of their cause are given priority status when approached.

Plan on making two approaches to these businesses. The first approach should be in person at a non-busy time of the day for the business. The second approach should be at a prearranged time and place. If your group is asking for money, offer an amount range that creates comfort for the business, if asking for goods and/or services, be exact with close associates and provide a broad range for firms you are approaching for the first time.

Some examples of requests include:

- "We are looking for donations from \$10.00 to \$100.00 for _____."
- "As one of our prizes, we would like to offer an overnight get-away and complimentary breakfast."
- "Maybe you would like to donate something that people need to know you sell."

Appreciation for sponsorship based on the level of sponsor involvement, could include, but not be limited to:

- Prestige of linking with a high-quality event promoting Canadian heritage.
- Visibility as a community minded business or corporation.
- Public relations and media opportunities.
- Name (and logo) on promotional materials.
- Inclusion in advertising.
- Presentation of awards or prizes if a business has donated towards a specific thematic award.
- Opportunity to set up a display booth at the fair.

Community Involvement Coordinator

This coordinator will involve participation of community groups to assist students to develop their projects and to participate in the fair by hosting a display or providing other services. Encourage community events to run concurrently with the heritage fair.

- Compile a list of organizations, businesses and museums that would be willing to work with students and/or provide them with resources to assist them as they develop their projects. Provide information to the teachers and students who are participating.
- Establish a list of community groups such as museums, multicultural organizations and historical groups and invite their participation at the fair by providing workshop opportunities for the heritage fair participants (work with the site and registration committee to establish display area).
- Solicit and coordinate performances of an historic or heritage nature. Arrange for sound, lighting, change rooms, etc.
- Act as host for the performing groups.
- Invite prominent local senior citizens to participate in "Fireside Chats," describing an event or person in the community's history that has special significance to them.

After the Fair:

- Express appreciation to those businesses that become involved.
- Advise the public relations committee of the need for posters in various businesses and public places.
- Encourage future involvement by publishing names of contributing businesses in local newspapers.

Hospitality Coordinator

Welcomes visiting schools to the fair, coordinate arrival times and specific needs related to billeting (accommodation and meals) if required.

- Accept calls and establish a roster of schools registering to visit the fair.
- Work with the community involvement coordinator to schedule visitation/participation.

-
- Offer information on other attractions in the area.
 - Prepare a treasure hunt based on the heritage projects displayed at the regional heritage fair (use the questions that students have prepared on *Abbreviated Written Summary*).
 - Prepare a ballot box for Visitors Choice or best project, most historical or the project that best reflects the history of the community. Work with the public relations coordinator for award.
 - Organize refreshments, handouts to visiting schools.
 - Prepare a trivia quiz on community based heritage assets to promote local attractions or events.

Judging Coordinator

This individual is responsible for coordinating all elements of the judging process at the regional heritage fair based on the selection criteria provided by the SYHFA and Historica.

- Recruit judges for the regional heritage based on the selection criteria provided by the SYHFA and Historica.
- Ensure the judging criteria is understood and respected.

- Establish time schedule for judging and ensure hospitality/reception area for the judges.
- If a judge's luncheon is an option to consider, ask a community organization to sponsor the lunch.
- Establish a list of awards for student projects that will be provided by corporate sponsors or donations.

Student Delegates

Student delegates attending the national heritage fair will be chosen from the various regional heritage fairs. The number of spots a region is allocated will be determined in the fall and confirmed in March of the following year. Each regional heritage fair will determine how their spots will be filled.

Students are able to participate in regional heritage fairs many times during their school career (grades 4-9). However, a student delegate may only attend **one** national heritage fair. This is in keeping with Historica's policy that as many students as possible will have the opportunity to attend the national heritage fair

Appendix A

SASKATCHEWAN YOUTH HERITAGE FAIR ASSOCIATION INC.

CONTRACT RENEWAL AGREEMENT

I, _____ Chairperson of
_____ Regional Heritage Fair having read
and agreed to the terms of this Agreement to conduct a Regional Heritage Fair
in Saskatchewan.

Chairperson

Vice-Chair/Director

Office Use Only

Chair, SYHFA

Date

Appendix B: Opening Balance Statement

Due: October 1 (current fiscal year)

Name:

Opening Balance Statement September 1

ASSETS

Current Assets

1001 Cash

1002 Deposits in bank

Total current assets

0

Receivables

1060 Accounts receivable

1073 Receivable from NPO

Total receivables

0

2599 Total Assets

0

LIABILITIES

Current Liabilities

2620 Accounts payable

3499 Total liabilities

0

EQUITY

3600 Retained earnings

3620 Total equity

3640 Total liabilities and equity

0

0

Appendix C: Income Statement

Due: September 30 (past fiscal year)

Name:

Income Statement August 31

Revenue

8130 Deposits with banks interest		
8221 Membership fees		
8223 Gifts		
8224 Gross sales and revenues from organizational activities		
8299 Total revenue		0

Operating Expenses

8521 Advertising		
8524 Promotion		
8715 Bank charges		
8761 Memberships		
8811 Office stationery and supplies		
8862 Accounting fees		
8911 Real estate rental		
8914 Equipment rental		
9135 Food and catering		
9150 Computer-related expenses		
9151 Upgrade		
9152 Internet		
9200 Travel expenses		
9201 Meetings and conventions		
9221 Electricity		
8222 Water		
9223 Heat		
9225 Telephone and telecommunications		
9275 Delivery, freight and express		
9367 Total operating expenses		0

Appendix D: Proposed Operating Budget

Due: December 31 (for current fiscal year)

Name:

Proposed Operating Budget December 31

Revenue

8130 Deposits with banks interest		
8221 Membership fees		
8223 Gifts		
8224 Gross sales and revenues from organizational activities		
8299 Total revenue		0

Operating Expenses

8521 Advertising		
8524 Promotion		
8715 Bank charges		
8761 Memberships		
8811 Office stationery and supplies		
8862 Accounting fees		
8911 Real estate rental		
8914 Equipment rental		
9135 Food and catering		
9150 Computer-related expenses		
9151 Upgrade		
9152 Internet		
9200 Travel expenses		
9201 Meetings and conventions		
9221 Electricity		
8222 Water		
9223 Heat		
9225 Telephone and telecommunications		
9275 Delivery, freight and express		
9367 Total operating expenses		0
3680 Net income (loss) for the year		<u>0</u>

Appendix E: Regional Heritage Fair Committee Members

Due: November 1 (current year)

Name:

Committee Members October 31

	Name	Phone Number	Fax Number	Email
Chair				
Vice-chair				
Secretary/Treasurer				
Fundraising				
Promotions				
Judging				
Other				

Appendix F: Budget Comparison

Due: March 31

Name:

Budget Comparison Year:

Budget

Date of Meeting
mo/dd/yyyy

Revenue

8130 Deposits with banks interest
8221 Membership fees
8223 Gifts
8224 Gross Sales



8299 Total revenue

0

0

Operating Expenses

8521 Advertising
8524 Promotion
8715 Bank charges
8761 Memberships
8811 Office stationery and supplies
8862 Accounting fees
8911 Real estate rental
8914 Equipment rental
9135 Food and catering
9150 Computer-related expenses
9151 Upgrade
9152 Internet
9200 Travel expenses
9201 Meetings and conventions
9221 Electricity
8222 Water
9223 Heat
9225 Telephone
9275 Delivery, freight and express



9367 Total operating expenses

0

0

3680 Net income (loss) for the year

0

0

Appendix G: Income Statement Information

8521	Advertising	<i>catalogues, media expenses, and publications</i>
8524	Promotion	<i>booths, demonstrations/presentations, displays, prospectus, samples, and seminars (given)</i>
8715	Bank charges	
8761	Memberships	<i>dues and subscriptions</i>
8811	Office stationery and supplies	
8862	Accounting fees	<i>bookkeeping</i>
8911	Real estate rental	<i>apartment, building, land, and office rentals</i>
8914	Equipment rental	<i>rental expenses for computer equipment, film, office machines</i>
9135	Food and catering	
9150	Computer-related expenses	
9151	Upgrade	
9152	Internet	
9200	Travel expenses	<i>airfare, hotel rooms, travel allowance, travel, and accommodations</i>
9201	Meetings and conventions	<i>seminars attended.</i>
9221	Electricity	
8222	Water	
9223	Heat	
9225	Telephone and telecommunications	<i>cellular telephone, fax machine, and pager</i>
9275	Delivery, freight and express	<i>courier, customs, delivery and installation, distribution, ferry charges, freight and cartage, freight and duty, shipping and transportation</i>
9367	Total operating expenses	<i>This item represents the sum of all operating expense amounts</i>
3680	Net income/loss	

Appendix H: Balance Sheet Information

Assets

Current assets

- 1001 Cash
bank drafts, bank notes, cheques, coins, currency, money orders, postal notes, and postdated cheques
- 1002 Deposits in Canadian banks and institutions

Accounts receivable

- 1060 Accounts receivable
claims receivable, dividends receivable, royalties receivable, and subsidies receivable
- 1073 Amounts receivable from members of NPOs
This item is intended for Corporations that are Non-Profit Organizations to report amounts received from members.
- 2599 Total assets

Liabilities

Current liabilities

- 2620 Amounts payable and accrued liabilities
accrued liabilities, agreements payable, claims payable, rent payable, and utilities payable
- 3499 Total liabilities

Equity

- 3600 Retained earnings/deficit
- 3620 Total equity
- 3640 Total liabilities and equity

Appendix I: Retained Earnings Information

- 3660 Retained earnings/deficit-start
- 3680 Net income/loss
- 3849 Retained earnings/deficit-end

Appendix J: Financial Statement Work Sheet

Revenue

Field Code	Amount
8130	
8221	
8223	
8224	
8299	

Assets

Field Code	Amount
1001	
1002	
1060	
1073	
2599	

Retained Earnings

Field Code	Amount
3660	
3680	
3849	

Operating Expenses

Field Code	Amount
8521	
8524	
8715	
8761	
8811	
8862	
8911	
8914	
9135	
9150	
9151	
9152	
9200	
9201	
9221	
8222	
9223	
9225	
9275	
9367	
3680	

Liabilities

Field Code	Amount
2620	
3499	

Equity

Field Code	Amount
3600	
3620	
3640	

Appendix K: Matching Grant Application

Name:

Qualification: the SYHFA will provide a matching grant for your fundraising efforts. Fundraising must be entirely in liquid (monetary) assets.

Deadline: June 30

REQUIREMENTS

Please provide the following of Individuals/Corporations/Sponsor providing funds

Name

Address

Phone No.

Amount Given

Photocopy of Cheque

Name

Address

Phone No.

Amount Given

Photocopy of Cheque

Name

Address

Phone No.

Amount Given

Photocopy of Cheque

Name

Address

Phone No.

Amount Given

Photocopy of Cheque

Appendix L: Suggested Time Table

Date	Event

Appendix M: Media Relations: Tips on How to Make Your Heritage Fair a Success!

Generating media coverage of the Heritage Fairs program is of the utmost importance to our sponsors, local and national; but, most of all, extensive media coverage will go a long way in ensuring that yours is a successful and well-attended Fair.

Regional Fair Coverage:

- Contact, by phone, key journalists in your area:
 - morning or afternoon talk show hosts;
 - producers of television public affairs programs;
 - news reporters;
 - history and education reporters.
- Tell them about your Fair:
 - how many schools and teachers are involved;
 - how many students;
 - how many projects;
 - what kind of projects.
- Follow-up your conversation with a fax. You should never feel that you are bothering a journalist by calling him or her to talk about your Fair. You are, in fact, making his or her job easier by providing a good story to write or talk about! Always keep in mind that journalists are professionals looking for good story material. Your Fair fills that bill.
- Set up interviews with a student, a teacher, an organizer or any combination thereof. Long distance telephone interviews can be arranged with some of the project partners and organizers. Please note that we need advance notice to arrange convenient times so, until you receive confirmation, you cannot promise anyone's availability on a particular day or at a certain time.
- Keep in touch with key local media on a regular basis:
 - announce your participation;
 - take advantage of Heritage Day in February;
 - periodic progress report(s);
 - contact on Fair day;
 - announcement of National Heritage Fair participants and project descriptions.
- Publicize the event in your community billboards and through public service announcements.
- For those “veteran” sites, contact, ASAP, those journalists who covered your Fair last year. They will want to know that the community is involved again and that the Program has expanded.
- Send written invitations to attend the Fair to key reporters in your area. Follow-up with a phone call.
- Fax a general notice of invitation to the attention of the Assignment Editor or News Director at ALL the media outlets in your area.
- Issue a news release a day or two before the Fair with the objective that local media will cover the upcoming event and therefore increase public attendance. Include information such as location, hours open to the public, numbers of students, project descriptions, VIP attendance, etc.
- PLEASE mention national partner(s). Give your local sponsors a plug too.
- On Fair days, assign a person to help reporters set up interviews with students, their teachers, sponsors, committee spokesperson.

-
- On the last day of your Fair issue a closing press release. Include pertinent information such as local sponsors, local VIPs who attended, a quote from a student, teacher and/or visiting member of the general public, the locations and dates of the National Fair.

"We are going to the National Heritage Fair" Coverage:

- In the wrap-up news release issued on the last day of the Fair, mention that students from your region will participate in the National Heritage Fair in July; or, issue a news release and arrange interviews with local media when the student delegation has been chosen. Include the students' names, schools and a brief description of the projects.
- The actual departure of the students leaving for the NHF is another great opportunity for local coverage. Let all the local media know when it's happening one or two days prior.
- After your Fair is over, there are still opportunities for PR coverage. For example, maybe one of your local retailers or museums would be interested in placing student projects on public display. Maybe this could be done for all of the displays on a rotating basis until the July departure.

Coverage of your Delegation at the National Fair:

- Determine - well before the July departure - if one of the local media outlets in each medium (TV, print and radio) would be interested in getting reports from one of your local students while they are away at the NHF. This is a good opportunity for one of your more outgoing students to be a newsmaker.
- If you do have interest, please advise the National Management Team so those media interviews can be properly organized at the National Fair.
- Because this is an ongoing Program, you will want to have the media's support and interest next year. The best way to do that is to keep them informed and involved this year.

Policies and procedures to be followed:

- Every time you send out a release, include the names of your sponsors.
- Every time you send out a release, include the name and contact information of a person the journalist can call for further information.
- Every time you send out a release, position your Regional Fair as part of a national program.
- It is absolutely imperative that someone keep an accurate report of all media coverage you generate about your Fair. Newspaper clippings along with a report on radio and television coverage should be sent to Historica. We include these media mentions when we report to our sponsors and to the board of Historica.
 - Television and Radio: station, date, time and duration of the report or interview, name of journalist, name of person interviewed.
 - Print: actual clipping including the paper's mast head and page number. Do not glue or tape the articles onto other sheets.

In Brief:

Prepare your fact sheet:

- How many schools?
- School names and locations?
- How many students involved?
- How many projects?
- Date and site of Fair?

Get in touch with local media:

-
- By fax
 - By phone
 - Contact multiple individuals in each medium (On-air personalities, education and history journalists, etc.)
 - By mail
 - By e-mail

Offer to set up interviews:

- With one or more of your students;
- With one or more of your teachers;
- With one or more of your organizers;
- With representatives of Historica to discuss the overall Heritage Project;
- With any combination of the above;
- Attempt to schedule repeat interviews with any of the above.

Checklist for each press release:

- Include local and national sponsors' names;
- Position your Fair as part of a national program;
- Identify the date and location of your Fair;
- Identify the date, host, and location of The National Fair and Exhibition;
- Include the contact name and phone number for your Fair;
- Include the contact name and phone number for The National Fair.

On the day of the Fair:

- Invite all pertinent media to attend;
- Offer to set up interviews with students and teachers;
- Issue a closing release including:
 - Fair statistics
 - Quote from at least two students
 - Quote from a local dignitary
 - Some highlights

After the Fair:

- Issue a release announcing the students who will be attending the National Fair;
- Issue invitations to attend the send-off of the students in July;
- Set up a participant at the National Fair with a local media individual for one-on-one reports;
- Arrange for local retailer shows of the students' displays.

Appendix N: Sample Press Release

Examples of how to go about writing one:

<http://www.free-press-release-center.info/sample-press-release.html>

<http://www.press-release-writing.com/press-release-writing-tips-sample-press-release/>

<http://www.allbusiness.com/marketing/public-relations-press-release/171-1.html>

Appendix O: Provincial Sponsors

Below is a listing of corporations that the SYHFA contacts for monetary or in-kind donations from year to year.

Crown Investments Corporation

Cameco Corporation

AREVA

Golder Associates

SaskCulture

Viterra

Federation of Saskatchewan Indian Nations

Saskatchewan Chamber of Commerce

Business Development Bank of Canada .

Federated Co-operatives Ltd.

Manulife

SIGA

SLGA

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