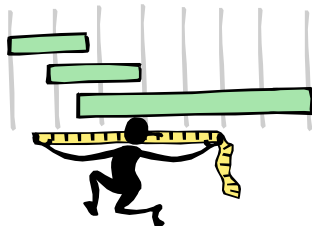

SECTION F



Timelines for Teachers

The following is a suggested timeline only. Each school and/or school division will determine the schedule that best suits local needs.

- October:** Preliminary notice of Heritage Fairs sent to schools.
- January:** *Intent to Participate Form* due January 15th. Return to Regional Heritage Fair Coordinators.
Teacher's Guide sent to schools and/or school divisions hosting local fairs.
- January-February** Teacher workshops held upon request.
- February:** Heritage Fair brochures and posters distributed.
- February-March** Classroom/school/division fairs are held. Some local fairs held during Heritage Week.
- March:** Interim Report information due to Regional Heritage Fair Coordinator.
Counselor applications due March 31st.
Feeder fairs to be completed by March 15th.
- April:** Deadline for student registration for Regional Heritage Fairs by April 11th.
Selection of counselors to accompany students to National Heritage Fair.
- May:** Regional Heritage Fairs held May 5th and 6th, 2005. Activities include opening ceremonies, community groups, student activities and displays, public viewing and judging.
- July:** National Heritage Fair in mid-July.

Checklist for Teachers to Organize a Heritage Fair

A checklist has been designed to aid teachers in organizing a local heritage fair.

- Each local heritage fair to establish a committee. Subcommittees can include:
 - Promotions
 - Awards and prizes
 - Fundraising
 - Facility

- Return *Intent to Participate* forms by January 15th to Regional Heritage Fair Coordinator
- Determine dates and location of local (classroom/school/division) fairs
- Complete class/school/division fair registrations. Forward to Regional Heritage Fair Coordinator by March 31st

- Determine awards and prizes for the students at the local level
- Feeder fairs (classroom/school/division) fairs to be held by March 15th

- Fundraising

- Required forms completed for students to attend the Regional Heritage Fair
 - Student Registration
 - Project Description

- Chaperone applications mailed in October all-school mailing
- Chaperone applications received to coordinator by March 31st

- Advertising
 - Print

- Budget

- Contact person for local heritage fair
- Facility
 - Set up
 - Tear down

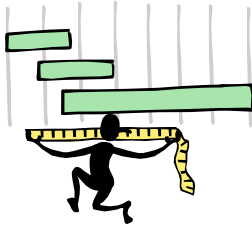
- Opening ceremonies/guest speakers
- Closing ceremonies/announcement of special award winners

- Judges
 - Judging Forms

Strengths of the program:

Weaknesses of the program:

Summary:



Timelines for Regional Heritage Fair Organizing Committee

The following is a suggested timeline only.

- Fall:** Initial meeting of Saskatchewan Youth Heritage Fair Association Inc. All Regional Heritage Fair Coordinators or designate to attend.
- October:** Preliminary notice of Heritage Fairs sent to the schools.
- January:** *Intent to Participate Form* due January 15th.
Teacher's Guide sent to Regional Heritage Fair Coordinators.
Meeting of Saskatchewan Youth Heritage Fair Association Inc. All Regional Heritage Fair Coordinators or designate to attend.
- January-February** Teacher workshops held upon request.
- February-March** Classroom/school/division fairs is held. Some local fairs held during Heritage Week.
- March:** Heritage Fair brochures and posters distributed.
Counselor applications due March 31st.
- March:** Interim Report information due to Regional Heritage Fair Coordinator.
Meeting of Saskatchewan Youth Heritage Fair Association Inc. All Regional Heritage Fair Coordinators or designate to attend.
Feeder fairs to be completed by March 15th.
- April:** Interim Report information due to Historica by mid-April.
Deadline for student registration for Regional Heritage Fairs by April 5th.
Selection of counselors to accompany students to National Heritage Fair.
- May:** Regional Heritage Fairs held on May 5th and 6th, 2005. Activities include opening ceremonies, community groups, student activities and displays, public viewing and judging.
Notify teachers and schools of students selected to attend National Heritage Fair.
- June:** Meeting of Saskatchewan Youth Heritage Fair Association Inc. All Regional Heritage Fair Coordinators or designate to attend.
Final report due to Historica
- July:** National Heritage Fair in mid-July.

Checklist for Regional Heritage Fair Coordinators to Organize a Heritage Fair

A checklist has been designed to aid Regional Heritage Fair Coordinators in organizing a heritage fair.

- Dates for Regional Heritage Fairs
- Location of Regional Heritage Fairs
- Each Regional Heritage Fair to establish a committee. Subcommittees can include:
 - Promotions/communications
 - Fundraising
 - Facilities
 - Registrations

- Initial all-school mail-out to invite schools to participate in heritage fairs
- Book facility for Regional Heritage Fair
- Custom design teacher's guide for each regional heritage fair
- Receive *Intent to Participate* forms by January 15th
- Contact person for local heritage fair in each school
- Forward Teacher's Guide to the regions
- Determine dates and location of local (classroom/school/division) fairs
- Feeder fairs (classroom/school/division) fairs to be held by March 15th

- Fundraising
- Budget

- Required forms completed for students to attend the Regional Heritage Fair
 - Student Registration
 - Project Description

- Required form completed for students selected to attend the National Heritage Fair
 - National Heritage Fair Permission

- Judges
 - Judging Forms

- Chaperone applications mailed in October all-school mailing
- Chaperone applications received to coordinator by March 31st
- Selection of chaperones for the National Fair in April

- Advertising
 - TV
 - Radio
 - Print

- Facility
 - Set up
 - Tear down

- Regions to determine number of spots for feeder fairs
- Opening ceremonies/guest speakers
- Closing ceremonies/announcement of special award winners
- Selection of students for National Fair

- Special awards:
 - First Nations
 - Creativity

-
- Popular Vote
 - Historical/Heritage Buildings
 - Agriculture
 - War and Peace
 - Nature and the Natural Environment
 - History

Strengths of the program:

Weaknesses of the program:

Summary:
