

Wellesley NEH Fall Fair: Dairy Ed. Day Coordinator

Overview of Role:

Coordinators of Dairy Ed. Day are responsible for the organization of a program for school aged children (traditionally Grades 3-4) designed to educate about the health and well-being of humans and cattle. This role requires contacting schools, and teachers, as well as local dairy farmers, veterinarians, and volunteers to bring together a safe a fun experience.

Children are led through different stations that each address a different aspect of dairy farming, animal care, and how dairy products are made. Each station has a different demonstration, activity, and at the end of the program there are goodie-bags for teachers and/or parents, and ice cream for participants.

Event/Program Associated With Role:

Dairy Ed. Day takes place the morning of the Tuesday of the Fair, on the grounds near the Wellesley Community Centre and Arena. There are a number of Fair activities that occur later in the day, so this program only runs for a few hours.

Responsibilities

- Get approval from the Fair Board to run the program for the year, present costs and have budget approved.
- Send a preliminary invitation to the schools below as a reminder that the Wellesley Township Fall Fair hosts a Dairy Ed Program. Invitation must include dates and times.
- Contact the Dairy Farmer, cattle supplier, livestock trucker, veterinarian office, Dairy Educators, Feed mill, supplier, and portable milker.
- Develop contact letter to be sent via email to the 3 township schools, and any Mennonite/Christian schools, Daycares, and homeschooling groups who may be interested.
- Schools arrive on the fair grounds at a preplanned time, and need to be greeted by a member of the Dairy Ed. Team and the Fair Board President.
- Ensure that Dairy Ed. Day volunteers are organized, fed, and are able to guide groups of 15-20 children through the different stations.
- During the year, prepare the educational and fun materials for teachers and caregivers to take home, plus fun-bags for the students. Ensure these are taken when the buses return to the schools.

Skills & Qualifications:

- Basic computer skills (Microsoft office and email)
- Strong organizational and communication skills
- Some familiarity with Dairy Farming is an asset

Time Commitment & Breakdown:

It is difficult to determine the time commitment because bits and pieces of the program are worked on throughout the year. In a general sense, the amount of time needed increases as the Fair date approaches in early September. The more coordinators and volunteers who are able work on the program means that individual time commitment decreases.

Below is a very detailed breakdown of the tasks that will be done leading up to Dairy Ed Day. If you have any questions about the list below, please reach out to the contacts at the bottom of this PDF.

- Contact Dairy Farmer to be at the Dairy Education Day. If they are unable another farmer must be located.
- Send to schools/educational organizations within Wellesley Township, their invitation before **May 15th**. The second group of schools outside of the Township may register **before the 31st of May but will only be given acceptance after that date**. It is usually a first come first served basis and slot them into the line-up.
- Contact the Dairy Educators, and/or their person/group responsible for their booking. This will include several individuals, and “props” and activities. Specifically, a model barn, barn display, and Mootila a prop cow.
- Contact the Milverton-Wellesley veterinary office to book a vet or vets for the day 519-595-4911.
- Reach out to the contacts at Leis Feed Mill and/or Jones Feed Mill in Linwood.
- Determine what type of bags to use for the teachers and students, and start looking for items to stuff into the take-home bags for the kids who attend the Dairy Ed Day as well as some for the Teacher bags.
- Arrange for milking cows.
- Arrange for portable milking machine from Advanced Dairy Systems.
- Order milk from Moo Cow Distributing (519-743-3835).
- **Order 4 large tubs of vanilla ice-cream** and Styrofoam bowls from The Schmidt’s Bulk Pantry.
- Print Teacher’s guide package - approximately 8-10 of them. Include the outline for the event but also a map of the grounds and a guide of the various stations.
- **In late August** send a letter to each of the schools that indicated attendance at the Dairy Education Day. This is to remind them of the date, arrival time and start/end times. Ask if the numbers of students to be in attendance has changed from the spring contact in order to make certain we have enough take home bags, apples and ice-cream.

Key Contacts:

Please contact Karen Schlueter-Pilecki at karen.e.pilecki@gmail.com , 519-588-2532, or Beth Schlueter at bluebird.4329@gmail.com, 519-897-7900 to express your interest in this role.