

Appendix

Make copies of these forms or create your own!

| | |
|---|---|
| Blank Schedule | 2 |
| Sample Planning Timeline | 3 |
| Consent Form | 4 |
| Presenter/Group Leader/Volunteer Survey | 5 |
| Participant Evaluation | 6 |

PLANNING NOTES:



5 – 6 months prior to the day camp

- Identify topics of priority
- Identify camp participant age
- Determine day camp goals and objectives
- Identify volunteer team and assign responsibilities

3 – 4 months prior to the day camp

- Secure location, check on back-up options in case of poor weather
- Identify presenters
- Write session objectives for each topic
- Identify and request appropriate resources

1 – 2 months prior to the day camp

- Secure bags for resource packets
- Distribute outline of each session to presenters
- Determine food for meals/snacks; seek out donations
- Identify group leaders
- Identify and secure needed equipment

1 week prior to the day camp

- Prepare resource take-home bags
- Create station signs
- Contact media and set up interviews
- Make follow-up call to presenters
- Determine registration process; fill out name badges if pre-registered

1 day prior to the day camp

- Pick up food for the day
- Set up stations if possible

Day of the camp

- Collect consent forms
- Set up stations
- Distribute and collect presenter surveys
- Clean up/tear down

Within 1 week after day camp

- Send thank you notes to presenters and volunteers
- Write post event media releases and distribute
- Debrief with presenters

1 – 6 months after day camp

- Provide thank you event for volunteers/presenters/sponsors
- Provide feedback to local donors and sponsors
- Start planning for next year's camp!

Release and Consent

1. I give my permission for the child listed below to attend the Farm Safety Day Camp. I am aware that children attending the camp will be learning about various farm safety topics. All safety precautions such as barriers, supervision and safety rules will be enforced. However, I acknowledge there is a possibility for physical injury. I release the farm safety day camp coordinators, instructors, volunteers, sponsors from all claims arising from the individual's attendance at the camp.
2. I understand that my child may be asked to take a written pre and post test before and after the farm safety day camp or to complete an evaluation at the end of the camp. These tests are for program evaluation only, not individual assessment. Participation of the pre/post test and survey is voluntary and my child may choose not to participate.
3. I understand that if serious illness or injury occurs, I will be notified. If it is impossible to reach me, or the alternate emergency contact, I give permission for emergency treatment as recommended by the attending medical professional.
4. **Yes** **No** (please circle) I have read, understand and agree with the above information.

Photo Release

Yes **No** (please circle) I give permission for my child to be photographed or videotaped. I understand that the use of the personal information being collected under the authority of the *Freedom of Information and Protection of Privacy Act*. "I grant permission to Alberta Agriculture and Food and the approved event organizer, _____, to use my image for educational or promotional purposes of farm safety programs in Alberta."

Parent/guardian signature: _____ Date: _____

Name of parent/guardian: _____

Name of child: _____ Age: _____

This child lives on a farm? Yes _____ No _____ This child visits a farm? Yes _____ No _____

Address: _____

Town: _____ Prov: _____ Postal code: _____

Phone number: _____ Cell: _____ Alternate: _____

Participant's phone number if different: _____

Emergency contact _____ Relationship _____ Phone _____

Presenter/Group Leader/Volunteer Survey

Appendix

To help us improve, please complete this form and return to the program coordinator before you leave.

- Occupation _____
- What was your role(s) at the farm safety day camp? (check all that apply)
 - ___ Presenter (taught a session)
 - ___ Group leader
 - ___ Volunteer (registration, food, set up, etc.)
 - ___ Other _____

Please circle

- Was the number of participants in each group: **too large** **about right** **too small**
- Was the session time for each station: **too long** **about right** **too short**
- Were you given enough information before the day camp so that you could do your job effectively? **Yes** **No**
- Was your role at the farm safety day camp a rewarding experience?
Yes **No** (Please tell us why)

- Overall, how effective would you say the farm safety day camp was in helping children learn to be safer?

___ **Very effective** ___ **Somewhat effective** ___ **Not effective** ___ **Don't know**

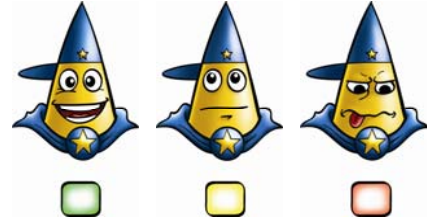
- Would you be interested in helping with a farm safety day camp next year? **Yes** **No**

• If yes, Name: _____ Phone: _____

- Do you have any additional suggestions to help improve next year's farm safety day camp?

Thank You!

Did you have fun at the safety day camp?



Did you learn something **new** today about animal safety? Yes No

Did you learn something **new** today about machinery safety? Yes No

Were the instructors friendly? Yes No

Were the instructors easy to understand? Yes No

Would you attend another farm safety day camp? Yes No

Will you tell the rest of your family about what you learned today? Yes No

Will you be more careful on the farm? Yes No

Was the day camp: too long just right too short

How old are you? _____

Are you a: Boy Girl

Thank You!

