

# Set Up and Registration

Camp Day

- Plan on several hours to set up. Do as much as you can the day before to alleviate some of the pressure and rush that occurs when the day camp begins. When camp attendees arrive, they need to move through the registration process quickly; therefore, you will not be available to help presenters set up their stations at that time.

## Station set up

- Know ahead of time what your presenters need for space and equipment. Separate stations, especially those that can be loud such as tractors, ATVs and PTO. If you are located outdoors in open spaces, a grove of trees, a building or fence can help prevent the distraction of other instructors and youth activities.

## Registration

- Divide participants into groups at registration time. If you pre-register, you can do this ahead of time. Keep groups to a manageable size. A good number is between eight and 15, depending on age.
- If pre-registration is not done, assign each youth to a group as he/she goes through the registration process. Ensure each participant receives a name tag that can be easily read from a distance.
- Identify each group with different symbols or colors on their name tags. You can also use different colored t-shirts, hats or sunglasses. This will help the group leaders keep track of their group throughout the day.
- Instruct the participants where to meet their group leader and explain to them the role of the group leader.





**Safety should be top priority** when planning, setting up demonstrations and training the instructors. You may even want to have one person responsible during the day camp for watching for dangerous conditions and rectifying any situations immediately.



Ensure parents sign a liability waiver form. A sample form is provided in the Appendix. If you are working with a school, get forms signed prior to the day camp. If registration is done at the beginning of the camp day, have parents fill out the form at this time.

If demonstrations have potential for danger such as livestock, flying objects from a PTO, auger or mowers, **instruct youth to stand away** from the demonstration. Use gates, brightly colored survey tape or ropes as boundary lines. Physical barriers are the best safety option.



If possible have a **first aid station and/or licensed health professional** at your day camp. It may simply be a matter of sunburn or a scraped knee but it is wise to be prepared. In many cases, some of the session stations are taught by nurses or EMS personnel and can serve dual purpose.



## Tip

The intent of a farm safety day is to teach children how to stay safe within the farm environment. In the process of teaching the concepts of farm safety, we want to protect them from the very hazards that are being discussed.