

## **2020 Student Host Program Procedures For Farm Connection Day May 1, 2020**

Each year, 4 H'ers become Student Hosts for Farm Connection Day at the Yolo County Fairgrounds for around 2500 students from all around Yolo County who come on school sponsored field trips to see "4 H in action". The Student Hosts are the backbone of the program, showcasing their projects, ranging from 1200 lb. steers to chickens, robotics to small engine restoration, jams to clothing. They exercise their public speaking and organizational skills to host a day full of fun and wonder to visiting classes.

~~In order to get credit for attending school on this day, the Student Hosts themselves are also technically on a school-sponsored field trip, patterned after and conforming to the procedures of our largest school district, Woodland Joint Unified School District (modified to accommodate private and homeschooled students). This provides an organizational and operational framework for oversight of the approximately 250 4 H Student Hosts that participate each year, enhancing their safety and that of the 2500 visiting students.~~

~~The Yolo County Office of Education typically adopts a resolution in support of Farm Connection Day and the Student Host process in January. The school districts are then requested to adopt a similar resolution, which enables the 4 H'ers to proceed with the field trip approval forms.~~

~~DeAnn Tenhunfeld, a WJUSD certificated teacher is the Student Host Coordinator, assisted by approximately 10 4 H Club Chaperone Coordinators and additional Student Host Chaperones. A maximum of 10 Student Hosts are assigned to each Student Host Chaperone in order to provide oversight during the event. There is a mandatory morning welcoming meeting for the Student Hosts and chaperones on the day of the event, and a mandatory wrap up meeting at the end of the day. Projected participation reports are sent to the schools the day before the event to facilitate attendance tracking, and a final report is sent the following week, confirming actual attendance.~~

~~Chaperone registration is all online through 'google forms', with the link posted on the 4H Farm Connection Day webpage. Chaperones receive an instruction sheet (see page 2) as part of the 'google form' process. Please complete by April 1<sup>st</sup>.~~

~~Student Host pre-registration is done online, also through 'google forms'. A link is posted on the 4H Farm Connection Day webpage. At the end of the google form, the permission form can be downloaded. It needs to be completed with parent and principal signoff (if applicable), and submitted to the 4 H office no later than April 1<sup>st</sup>.~~

~~These procedures are consistent with previous years, except that now all 4 H'ers will be using the same permission form and Student Hosts will be assigned to specific Club Chaperones, as closer Student Host supervision is required. These procedures have been cleared with the Yolo County 4 H Leaders Council and the school districts. Questions can be addressed to either DeAnn Tenhunfeld or Gary Wegener.~~

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Concurred with DeAnn Tenhunfeld, Student Host/FCD Coordinator, (530-681-5768) [dtenhunfeld@gmail.com](mailto:dtenhunfeld@gmail.com)  
Approved by Melissa Bain, Yolo County 4 H Council President

## **Farm Connection Day 2020** **Student Host Chaperone Instructions**

**Adults assisting as Student Host Chaperones and Club Chaperone Coordinators:** . It is necessary to have a maximum 10:1 youth:chaperone ratio. A Club Chaperone Coordinator will be assigned to assist the certificated teacher in charge with coordination with the chaperones. *We typically have 50 plus chaperones; all adult Chaperones must be approved 4-H volunteers. One Club Chaperone Coordinator is required for each club and is responsible for verifying that Student Hosts attendance is documented for reports to the school, and ensuring the badge holders are handed out/collected/turned in.*

### **For Student Host Chaperones and Club Chaperone Coordinators:**

1. Please sign up online by April 1st; this will insure we meet the required adult/student ratio. The link to the online form is on the 4H Farm Connection Day page. Badges are printed based on the online signup information.
2. The Club Chaperone Coordinator will be the Club Advisor, unless she/he designates someone else.
3. Attend the FCD informational meeting at ~~6:30~~ 7:30 pm in the Beef Arena on the Monday before FCD. Badge holders and badges will be given to the Club Coordinators at that time.

### **On the day of the event:**

1. Student Host Chaperones and Chaperone Coordinators must be physically present for the mandatory meetings and available during the event by cell phone.
2. There is a mandatory morning meeting for Student Hosts, Student Host Chaperones, and Club Chaperone Coordinators at the Sheep/Swine arena from 8:00 to 8:30 am and a mandatory afternoon meeting from 2:00 to 2:30 pm in the same location.
3. **The chaperones are expected to maintain contact with their Student Hosts, and/or have one or two required check-in times during the event.**
4. The Club Chaperone Coordinators, working with their Student Host Chaperones, will be responsible for insuring Student Host badges/holders are handed out and collected, and Student Host attendance is documented, including later arrivals and early departures. Your attendance records, signed by your Club Coordinator (who gets them to DeAnn Tenhunfeld, Student Host Coordinator at the end of the day), form the basis of the official attendance report to the schools, so please ensure they are accurate.
5. At the afternoon meeting, Student Host badge holders are turned in. Remove badge from the holder, tuck the lanyard into the holder, and arrange holder s in numeric order in the box provided. Clubs will be charged for missing holders.
6. If there are any problems/issues during the event, the Club Chaperone Coordinator or Student Host Coordinator will need to be advised.
7. Schedule for Student Hosts on FCD:
  - a. 8:00 to 8:30am: attend the mandatory morning meeting at the Swine/Sheep Arena. Attendance taken and badge/holders handed out.
  - b. 8:30-9:00am: FCD setup
  - c. 9:00-1:00pm: student host assignments (take a short lunch break during this time)
  - d. 1:00-2:00pm: clean up throughout the fairgrounds
  - e. 2:00 to 2:30 pm attend the mandatory afternoon meeting at the Swine/Sheep Arena. Attendance confirmed and badges checked in. The badge holders should have the badges removed/disposed of and lanyards folded up and tucked in the pouch on the badge holder. Put the badge holders in numerical order in the provided container. Note that Clubs are charged for replacement of lost badge holders.

Chaperone comments and suggestions are solicited on how to continuously improve the program.

Questions: contact Student Host Coordinator DeAnn Tenhunfeld 530 681 5768, or [dtenhunfeld@gmail.com](mailto:dtenhunfeld@gmail.com), or contact your Club Chaperone Coordinator.

## Student Host Instructions

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**Overview:** Any 4-H member present at the Fairgrounds during FCD must have signed up online and submitted the proper permission slip to participate as a Student Host. The Student Host approval process allows proper oversight, and accounting to the schools of the 4-Her's participation in this school-sponsored "Student Host Field Trip" event.

**By April 1<sup>st</sup>:** All students (public, private, homeschooled) must complete the online portion of the registration AND complete/submit the field trip permission form to the 4-H office no later than April 1<sup>st</sup>. (A link to the form is in the 4H Farm Connection Day webpage.) Effective this year, all public/private/homeschooled students use the same form. The badges are printed based on the online signup information, as are participation reports to the schools before and after the event.

**Central Point of Contact:** During FCD, the central contact point for Student Hosts will be the Auction Office. Contact phone numbers for the Student Host Coordinator (DeAnn Tenhunfeld) and Club Chaperones/Chaperone Coordinators are in the "Student Host Field Trip" binder and a cell phone is available. Included are the approval forms (with emergency medical information). The binder will be maintained in the Auction Office during the event.

**Age Guidelines:** It is recommended that Student Hosts be at least in the 4th grade. If younger hosts are interested, this must be approved by the Club Chaperone Coordinator.

### **For all Student Hosts:**

- Monday before FCD, at 6:30-7:30 pm: attend the informational meeting at the Beef Arena
  - On Farm Connection Day
- 8:00 to 8:30 am attend the mandatory morning meeting at the Swine/Sheep Arena. Get your badges.
  - 8:30-9:00 am: FCD setup
  - 9:00-1:00 pm: student host assignments (take a short lunch break during this time)
    - 1:00-2:00 pm: clean up throughout the fairgrounds
- 2:00 to 2:30 pm attend the mandatory afternoon meeting at the Swine/Sheep Arena. Participation is documented for the attendance report back to your school. The badge holders should have the badges removed/disposed of and lanyards folded up and tucked in the pouch on the badge holder. Put the badges in numerical order in the provided container. Note that Clubs are charged for replacement of lost badges.
- If there are any issues during the event, the Student Host Chaperones or Student Host Coordinator must be advised. This specifically includes Student Hosts arriving late and any early departures, as this information needs to be included in the attendance report to the school.
- A cell phone and Coordinator and Chaperone cell phone numbers are available in the "Student Host Field Trip" binder in the Auction Office.

**Questions?** Contact Student Host Coordinator, DeAnn Tenhunfeld at 530-681-5768

Name of 4-Her \_\_\_\_\_ Name of 4-H Club \_\_\_\_\_

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**Voluntary Excursion/Field Trip & Medical Authorization**  
**Farm Connection Day Student Host Permission Slip**

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List School Name/City \_\_\_\_\_ or circle "Home Schooled"

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My child \_\_\_\_\_ has permission to participate in the Farm Connection Day field trip:

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Place: **Yolo County Fairgrounds** Date: **Friday, May 1<sup>st</sup>, 2020** Start: **8:00 am** Finish: **2:30 pm**

Mode of Transportation: **Parent/Guardian is responsible for student transportation.**

Other Trip Information: **Students participating as STUDENT HOSTS must sign in at the morning meeting (8:00-8:30 am), be under the supervision of their Student Host Chaperone, assist throughout the day and sign out at the afternoon meeting (2:00-2:30 pm), both at the Sheep/Swine arena. The Field Trip leader/Student Host Coordinator is DeAnn Tenhunfeld, a certified WJUSD teacher.** She will ensure student participation is reported to the schools after the event.

Is there any important health information (allergic reaction, medications, conditions, etc.) that the chaperones should be aware of? *Circle Yes or No* (If yes, list on reverse of form.)

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In the event of illness or injury, I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in that individual being sent home at his/her and/or parents' expense.

WAIVER: California law provides as follows: All persons making the field trip or excursion shall be deemed to have waived all claims against the district of the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Daytime Phone Number

**Public/Private School students are also responsible for getting the following school approvals.**

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Teachers: Please excuse \_\_\_\_\_

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

to participate in the field trip on the date shown above.

\_\_\_\_\_  
Period 1

\_\_\_\_\_  
Period 4

\_\_\_\_\_  
Period 2

\_\_\_\_\_  
Period 5

\_\_\_\_\_  
Period 3

\_\_\_\_\_  
Period 6

\_\_\_\_\_  
Principal's Approval

**Dear Parent/Guardian: to participate, this form must be submitted by April 1st to:**

**Yolo County 4-H Office, 70 Cottonwood St, Woodland, CA 95695.**

**Questions: contact DeAnn Tenhunfeld, 530-681-5768**

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