

| Project | Mon | Month | Date | Action |
|----------|-----|--------|------|--|
| FDG | 4 | April | 5 | Organizational Committee Meeting: Review All Farm Days, read eva |
| | 5 | May | 15 | Send letter to Principals requesting names of thrid grade teachers fo |
| | 5 | May | 15 | Set Date and Place for Teacher In Service - sometime in Septembe |
| | 5 | May | 20 | Order Teacher Scarves for next year's Farm Day Series. |
| | 5 | May | 30 | Notify all district transportation departments of Farm Day dates for t |
| | 6 | June | 15 | Review Teacher, Guide and Presenter Evaluations from previous y |
| | 6 | June | 15 | Follow up on Principal Letter - Check for responses, contact those t |
| | 7 | July | 1 | Order any custom material for in service; imprinted pencils, tote ba |
| | 7 | July | 10 | Order 5 A Day info - if being used for Teacher Workshop. |
| | 7 | July | 10 | Order Teacher In Service Materials from California Foundation for / |
| | 8 | August | 1 | Organize student Name Tags. Inventory remaining tags, order new |
| | 8 | August | 15 | Print Name tags for entire FD Series: CARD STOCK, slip sheet @ |
| FDG -WKS | 8 | August | 16 | Review Teacher, Guide & Presenter Evaluation Masters. Make nee |
| | 5 | May | 1 | Obtain Crop Report for Previous Year from Ag Commissioner's Off |
| | 6 | June | 12 | Curriculum Committee meets to choose material for next teacher w |
| | 6 | June | 20 | Set agenda, structure and curriculum for teacher workshop |
| | 8 | August | 5 | Prepare Teacher Letter. Include: Workshop dates and policy; Farr |
| | 8 | August | 5 | Compile teacher list for mailing, using Principal response forms |
| | 8 | August | 20 | Assemble all Teacher Information and Curriculum Material Packets |

| | | | |
|---|-----------|---------|--|
| 8 | August | 20 | Arrange for volunteer help at Teacher Workshop: Sign In, Food Se |
| 9 | September | 1 | Purchase Containers for Transplants, usually large paper cups |
| 9 | September | 1 | Make arrangements for refreshments. Use valley products, plus hc |
| 9 | September | 1 | Make arrangements for transplants for workshop, three or four diffe |
| 9 | September | 8 | Create Sign In Sheets for Teacher Workshop. Format of sheets de |
| 9 | September | 10 | Check on transplants - Reminder Call to : B.J. |
| 9 | September | 20 - 23 | TEACHER WORKSHOPS |
| 9 | September | 23 | Ask at Workshop if any classes will be seeing Dairy Council At thier |
| 9 | September | 28 | Review Sign In Sheets from Workshop. Compile list of teachers q |
| 8 | August | 10 | Review/Rewrite transportation & other general volunteer letters. Se |
| 8 | August | 10 | Review Guide Letter/Return Form Rewrite-make changes, check fr |
| 8 | August | 10 | Check with Presenter Chair for changes or additions to presenter le |
| 8 | August | 11 | Print Presenter Envelopes. Presenter Chair takes envelopes, letter |
| 8 | August | 11 | Print Guide Envelopes, stuff with letter and return form. Mail right a |
| 8 | August | 20 | Order Radios from Penninsula Communications-Terry-663-1900. E |
| 9 | September | 1 | Mail out all volunteer letters: Presenters, Coordinators, Nurse, Refr |
| 9 | September | 5 | Contact Lionel Handel (443-1047)for Plant Doctors |
| 9 | September | 15 | Create Site Thank You and BBQ Invitation. Print enough for volunt |
| 9 | September | 15 | Set up Color Areas- Number of Areas will have to accommodate nu |

FDM

| | | | |
|----|-----------|----|--|
| 9 | September | 25 | Create List of Teacher to Attend Farm Day. Compare list with In Sc |
| 9 | September | 28 | Set Up Teacher Packets. Include : a) scarf b) guidelines c) site tha |
| 9 | September | 30 | Confirm Nurse Availability |
| 9 | September | 30 | Finalize Teacher Packets. Deliver at least 2 weeks prior to FD. Ca |
| 9 | September | 6 | Mail out all volunteer letters - about 4-6 weeks before Farm Day |
| 10 | October | 1 | Prepare Guide Assignment and Itinerary Merge Forms |
| 10 | October | 2 | Prepare Guide Assignment Sheet. Include orientation time and any |
| 10 | October | 2 | Compile Coordinator information sheets, print envelopes. All will go |
| 10 | October | 2 | Prepare Presenter Memo and presenter assignment sheets. Chec |
| 10 | October | 5 | Recruit Guide Orientation Team. One Key Guide Per Color Area, se |
| 10 | October | 8 | Assign Guidesto Classes. Enter and prepare for merge to assignm |
| 10 | October | 10 | Confirm Nurse |
| 10 | October | 10 | Schedule Animal Presentations - 20 minutes each, number of class |
| 10 | October | 10 | Set Up Rain Contingency Plan |
| 10 | October | 20 | Farm Day Office needs a packet containing one copy of everything: |
| 10 | October | 20 | The Farm Day Experience |

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|------------|----|-----------|----|--|
| FDM - BBQ | 10 | October | 20 | Nurse Needs: First Aid Supplies, Radio, Phone with the ability to ca |
| | 8 | August | 1 | Make arrangements with Monterey 4H Council (759-7450 -Margare |
| | 8 | August | 15 | Confirm Date with 4H Council - approximate meal count-remind the |
| | 9 | September | 20 | Order Donuts for Volunteers. Barbara Robinson (675-3041) order: |
| | 9 | September | 30 | Make Smart and Final Purchases: WATER 8 oz bottles , mints for p |
| | 10 | October | 10 | Confirm with Barabara Robinson donut order 8-10 dozen (no cocor |
| | 10 | October | 10 | Invite Fairgrounds Office Staff to BBQ |
| FDM - SITE | 10 | October | 10 | Arrange for Canteen Drivers to serve donuts and coffee to present |
| | 4 | April | 30 | Notify Monterey Fairgrounds of FDM Date |
| | 10 | October | 1 | Arrange for Security for Fairgrounds. 4:00 on Wednesday prior to F |
| | 10 | October | 1 | Obtain Insurance Rider for Monterey Fairgrounds. Call MF office fc |
| FDM - TRAN | 10 | October | 20 | Fence or rope off Food Booth to keep out teachers, chaperones an |
| | 8 | August | 11 | Print Transportation Crew and Other Volunteer Envelopes. Set up |
| FDM - VIP | 9 | September | 15 | Work with District Transportation Departments to Set Up Schedules |
| | 10 | October | 5 | Make up list for VIP tour. Administrators, principals, other school of |
| FDM-Site | 10 | October | 8 | Design, print and mail VIP invitations |
| | 9 | September | 1 | Confirm Site Details with Monterey Fairgrounds; Kelly Baldwin 757 |

| | | | |
|----|-----------|----|---|
| 9 | September | 25 | Check in with Monterey Fairgrounds for any potential problems. Do |
| 9 | September | 25 | Talk to RV Person at Fairgrounds (Has been Nikki) |
| 9 | September | 25 | Talk with Pumpkin Patch People |
| 9 | September | 25 | Check on the dates for "Next to New" Rummage Sale-affects the n |
| 10 | Ocotber | 15 | Assign Attendant for Gate 6, beginning at 6:45 A.M. Will need radi |
| 10 | October | 1 | Check with Farm Day Chairs for new ideas, additional concerns, pc |
| 10 | October | 1 | Recruit Set Up Help |
| 10 | October | 5 | Send Fair Maintenance an estimated "needs" list (tables, chairs, fe |
| 10 | October | 20 | Check with maintenance crew for 4H Food Booth tables |
| 10 | October | 20 | Check out Horse Show Office Phone System. Make sure that it is r |
| 10 | October | 20 | Pick up keys from Monterey County Fair Office. Keys needed: Ho |
| 10 | October | 24 | Prepare information packet for Gate 6: Map, Presenter List, VIP Tc |

FDM-TRANS

FDS

| | | | |
|---|-----------|----|--|
| 9 | September | 1 | Mail out volunteer letters for transportation crew |
| 1 | January | 1 | Mail out Presenter & Guide Letters. Combine Salinas and South C |
| 1 | January | 5 | Designate Bilingual and/or Handicap Classes and Areas - Check w |
| 1 | January | 5 | Update Salinas Site Map. Designate Color Area, Static Areas, Kno |
| 1 | January | 8 | Schedule Classes-On Site & Color Areas - for Farm Day. |
| 1 | January | 9 | Confirm transportation schedules with school districts. Schedule L |
| 1 | January | 10 | Arrange for Nurse |

| | | | |
|---|----------|----|--|
| 1 | January | 15 | Send out VIP Tour Invitations. Arrange for VIP Tour Guide |
| 1 | January | 15 | Assign Guides to Classes. Mail Assignment Info to Guides: Informa |
| 1 | January | 16 | Create Guide Orientation Team |
| 1 | January | 20 | Mail Teacher Packets. Can use MCOE delivery system-check deliv |
| 1 | January | 20 | Teacher Packets: a) Scarf b) Guidelines c) On Site Schedule d) Bu |
| 1 | January | 25 | Create Final Master Schedule - transportation arrival and departure |
| 1 | January | 25 | Check contents of trailer. Inventory supplies, replace needed items |
| 1 | January | 30 | Prepare and Send Press Release : 7 Days prior to Farm Day, follow |
| 1 | January | 30 | Review/update/print presenter evaluation & cost estimate, guide ev |
| 2 | February | 1 | Print up Volunteer Name Tags |
| 2 | February | 1 | Check with Operations Chair for Number of Information Packets Ne |
| 2 | February | 2 | Farm Day Office needs a packet containing one copy of everything: |
| 2 | February | 2 | The Farm Day Experience - Salinas |
| 2 | February | 5 | Nurse Needs: First Aid Supplies, Radio, Phone with the ability to ca |
| 2 | February | 5 | Set up Guide Orientation Area: One table for head guide/check in; |
| 2 | February | 10 | Post Farm Day - read guide evaluations before sending out Thank ` |
| 2 | February | 20 | Post Farm Day Review on Key Guides/ Orientation Set Up/ Guides |
| 2 | February | 26 | Design and Print Class Itineraries. |
| 2 | February | 9 | Post Farm Day - Design and Print FDS Thank You Notes for All vol |

| | | | | |
|------------|----|----------|----|--|
| | 2 | January | 20 | Orientation Team Meeting |
| | 11 | November | 10 | Arrange for Security for FDS. Tuesday and Wednesday (4pm - 7 a |
| | 11 | November | 15 | Order Radios from Peninsula Communications-Terry-663-1900. E |
| | 12 | December | 15 | Create Volunteer Letters & Return Forms (Salinas and South Cou |
| FDS - BBQ | 12 | October | 1 | Order Radios for Salinas. 45 Handheld, 6 Headsets. Three clear |
| | 1 | January | 15 | Review BBQ Needs -Check with Gonzales YF - Tom Rianda 675-3 |
| | 1 | January | 16 | Make sure hospitality (donut) ladies are on board, and Canteen Dri |
| | 1 | January | 20 | Order Donuts: 15 Dozen Donuts, 5 Dozen Cinnamon Rolls, 5 doze |
| | 1 | January | 20 | Arrange for Brewed Coffee from Zeph's One Stop (757-3947) to b |
| | 1 | January | 20 | Order Sodas from Zeph's- to be delivered to Growers Street Coolin |
| | 1 | January | 25 | Arrange for Canteen Drivers to serve donuts and coffee to presente |
| | 1 | January | 30 | Smart and Final Shopping List: Juices, Water, Garbage Bags, Mint |
| FDS - SITE | 11 | November | 5 | Confirm with Gonzales Young Farmers (Tom Rianda 675-3578) SF |
| | 1 | January | 5 | Call Don Wells @ Growers Ice (424-5781) to verify insurance rider |
| | 1 | January | 12 | Request from Monterey Fair: Panels, Cages, Shearing Stage. Arra |
| | 1 | January | 20 | Order Porta Potties - 4 Units/1 handicapped for transportation area. |
| | 8 | August | 1 | Notify (or Remind) Paul Englund @ Growers Street Cooling (424-2 |
| FDS - TRAN | 11 | November | 1 | Send out courtesy letter to all Growes Street Companies to remind |
| FDSC | 1 | January | 20 | Check with Transportation Crew. Go over potential problems. |
| | 2 | February | 15 | Order Radios for South County - 25 Handheld Radios from Peninsu |

| | | | | |
|-------------|---|----------|----|--|
| | 2 | February | 15 | Schedule classes for South County - Confirm with Transportation D |
| | 2 | February | 20 | Arrange for Nurse for South County |
| | 2 | February | 25 | Review with FDSC Chairman re: number of classes, color areas pr |
| | 3 | February | 15 | Create Orientation Team |
| | 3 | March | 1 | Send out VIP Invitations to Administrators and others |
| | 3 | March | 1 | Arrange for Security. Wednesday @ 4:00 to Thursday @ 7:00 am. |
| | 3 | March | 2 | Schedule Guides, Mail out Assingments |
| | 3 | March | 5 | Check Site Map; Make changes, mark color areas, presentation lo |
| | 3 | March | 5 | Schedule Dairy Council and Sheep Shearing Presentations-check c |
| | 3 | March | 10 | Farm Day Office needs a packet containing one copy of everything: |
| | 3 | March | 10 | Prepare Final Master Schdule |
| | 3 | March | 12 | Write and Fax Press Release - 2 to 3 Days before Farm Day |
| | 3 | March | 12 | Print On Site Hours, Transportation Schedule, Key Guide Info, Colc |
| | 3 | March | 14 | Farm Day South County-2002 |
| | 3 | March | 18 | Post Farm Day - Design and Print Thank You Notes for all voluntee |
| | 3 | March | 18 | Post Farm Day - Read Guide Evaluations prior to writing Thank you |
| FDSC - BBQ | | | | |
| | 3 | March | 12 | Order Donuts: Donut King, KC, 807 Braodway, 385-4542 10 Doze |
| FDSC - SITE | | | | |
| | 3 | March | 12 | Plan for Coffee. Guides: 1 - 50 Cup Pot, 1 - 30 Cup Pot. Presente |
| FDSC - TRAN | | | | |
| | 3 | March | 2 | Do walk through at Fairground. Check with SVF Staff about set up |
| | 3 | March | 6 | Confirm Transportation Crew: Carla Wright, Jim Orradre, Linda Yo |

evaluations, discuss problems and changes

for upcoming year. Include information regarding teacher in service requirements.

3r. Check for conflicts with holidays - Yom Kippur, Rosh Hashana, Labor Day, school calendars

up coming school year.

ear's Farm Days. Incorporate necessary changes into teacher in service

that have not responded.

igs

Ag In The Classroom: Resource Guides, Cream of the Crop, Summer Ag Institute Applications, Conference Material

v tags. Try to order enough for the entire year: 7,000, ten color areas

30; Drill Holes - outside printer

eded changes/updates. Print enough for coming Farm Day.s Blue - Teachers; Green - Presenters; Pink - Guides

rice, usually available about May 1. Million Dollar Crop List will be used for Teacher Workshop Combine with Classroom
Workshop.

1 Day Experience dates; prepare return form.

ervice, Parking if needed

me made cookies. Plenty of water & soda if hot, coffee if cold.

rent types. Delivered or pick up??

pendent upon structure of Workshop. Include on sign in: Class Size, Special Needs-ie Physically Challenged, Biling

r school - don't schedule those students for DC

ualified to attend The Farm Day Experience

at up return form Have ready to mail immediately after Labor Day

or date/day agreement. Print both, collate, trifold for envelope insertion.

atter. Rewrite. Design/redo presenter return form. Print, collate, trifold for envelope.

rs and forms to stuff and pull errors.

after Labor Day.

xt #122-MUST have three clear channels. 40 Hand Held Radios-6 Headsets

eshment Servers, Transportation, Site -- everyone

eer mailings. Site TY also goes to all teachers.

umber of classes. Work with site coordinator. Decide area starting times, staggered. Designate Blue for bilingual, C

ervice Sign In Sheet. Teachers must be signed in at in service. Send list of verified teachers to each school for confi

nk you d) evaluation form e) student name tags f) bus card g) on site hours h) million \$ crop list - if not given at in

in use Office of Education Mail Delivery -CAUTION-allow enough time for delivery. MCOE mail only goes once a we

y other special information needed before arrival. Include DIRECTIONS to site. Work with Guide Coordinator
o to Coordinator chair for distribution.

sk with Presenter Chair for changes. Double check date/day. All will be completed and mailed by Presenter Chair.

everal Site Tour Guides, Registration help, person for transportation check in, extras for trouble shooters. . Set date
ient form and itinerary

ses dependent upon presentation.

: Transportation sheets, map, presenter locations. Also an official clock

all out, Phone list of all schools on site, site map, presenter areas with names, list of guide/class/schedule, access to site

at Noraion president) to do volunteer barbeque for Monterey

arm to purchase muffins for morning

s them from "Reds" - 9 doz mixed - no coconut, no plain, 4 doz cinnamon rolls, donut holes. 4H gets muffins - 4 doz

presenters. Juice Boxes/small cans for morning, coffee supplies, paper goods

ut/no plain) 4 dozen cinnamon rolls muffins

ers. Need at least 2 in Monterey.

arm Day to 7:00 AM Thursday of Farm Day. A & B Security Service @ 424-4855, 80 Chabernain Street, Salinas

or amount. Make Check payable to Seventh District

d students Put up "volunteers only" banner

to mail

s. Verify earliest arrival time possible, latest departure time possible. Check for any early dismissals or other conflicts

fficials, superintendents, community members, city officials, planning commissioners, Farm Day financial supporter

o a drive through for visual check.

umber of tables available for Farm Day

o and chair. Remind them to dress appropriately, supply them with refreshments and relief
potential problems.

ncing panels etc.) 2-3 weeks before Farm Day.

not connected to the Main Fair Office Answering machine for the morning of Farm Day. Also make sure the phone v

rse Show Office, Sheep Barn, Bathrooms, Gates 7 & 5

our Guests, Home school drop ins, lost chaperones, info on other events at fairgrounds (off track betting and employ

ounty

/ Site Chairman

own Displays, Arrival/Departure, Entrances/Exits

argest Districts First, then other districts

ition, Class Assignment, Directions to Site

very schedule! Can Be Slow!!

as Card e) Student Name Tags f) Evaluation g) Site T.Y. h) million \$ crop list (if not distributed @ Workshop) h) St

, color area times, animal presentation times, guide, class, teacher

s.

n up 2 days prior

valuation

needed for her people: Master Schedule, Specific Color Area Schedule, On Site Schedule, Maps, Dairy Schedule, Sh

: Transportation sheets, map, presenter locations. Also an official clock

all out, Phone list of all schools on site, site map, presenter areas with names, list of guide/class/schedule, acces to s

one table for each color area. Guide Clipboards: scarf; map; itinerary; name tag; static presenter list; class id card

You Notes

unteers, site companies, bbq, portapoties, etc. Print Envelopes, personalize and mail

m) Salinas Safety Service, Steve Turley 422-8116

xt #122-MUST have two clear channels. 30 Hand Held Radios-6 Headsets

inty combined in one mailing) : presenters, guides, coordinators, transportation, other help. Print and Collate. Print

channels important. Pennisula Communications. Back up radio source: MobileRadio Engineers - shipped from SF

578 - Supplies, Tables, Chairs, Heaters, Site (keys)

vers.

in muffins, ADD donut holes. Barbara Robinson (675-3041) orders and picks up in Gonzales

e picked up @ 6:30 A.M. Farm Day

g afternoon before Farm Day

ers. Need at least 3 in Salinas

ts, Coffee and supplies; small napkins, paper towels, tp, any other goodies

D BBQ

for site use (Kathy Bullene)

inge for Pickup, Delivery and Return.

, 6units for static area. (Numbers might be different)

929), and other site area businesses of FDS date. AS SOON AS POSSIBLE

them of Salina Farm Day Date

ula Communications-

Departments

esenters etc.

Juanita Moreno (674-9224), call in evening. 270 Merlot Avenue Greenfield 93927 \$12.00 per hour

cations

on number of sheep available

: Transportation sheets, map, presenter locations. Also an official clock

or Area Info, Static, Dairy and Shearing Schedules.

rs, site use & help, donations. Print Envelopes, personalize and mail

notes

on Donuts, plus donut holes. Check on payment procedure

rs: 1 - 50 Cup Pot, 1-30 cup pot.

p, Brent Plemmons

ils

room lesson plan - print 350 copies

gual, New Teacher etc

reen for physically challenged students

firmation. This helps avoid omissions in error and problems later.

service

seek to each district. Take in to consideration MPUSD fall break

Presenter Chair is to provide list of presenters that have volunteered to help

for Orientation Team Meeting.

site transportation (Golf Cart)

22

ts.

rs, new members, potential donors

will allow outgoing calls

ees, jazz festival employees, Pumpkin Patch, Next to New Sale).

Student Follow-up

Learning Schedule. About 15 packets

Site transportation (Golf Cart)

with departure directions.

envelopes. Have ready to mail on JANUARY