

OWENSBORO MUSEUM OF SCIENCE AND HISTORY

To: The Host/Hostess of KY Agriculture Adventures
From: Cheryl Bersaglia, Outreach Program Director
RE: Your OMSH KY Ag Adventures Outreach Visit

Thank you for hosting the KY Agriculture Adventures program at your school! Enclosed you will find all the pre-visit materials you will need to make your day a great success. What you will find:

- **OMSH OUTREACH COORDINATOR PACK** To be used by the school's coordinator for:
 - Recruiting volunteers
 - Scheduling the program set-up
 - Scheduling the school day
- **VOLUNTEER LETTER** To be copied and given to the parent volunteers prior to our visit.
- **PROGRAM SCHEDULE** To be *filled out and returned* to us at least 3 weeks prior to our visit.
- **PRE-VISIT and POST-VISIT ACTIVITIES** and may be downloaded from www.kyagadventures.com/teachers.html.
- **PRE-TEST and POST-TEST** should be downloaded from www.kyagadventures.com

Please return the requested information to: Owensboro Museum of Science and History, Outreach Program Director, 122 East 2nd Street, Owensboro, KY 42301. You may also fax forms to us at (270) 687-2738.

If you have any questions, feel free to contact us at (270) 687-2732 or email cbersaglia@owensboromuseum.com.

THANK YOU for taking the time to read through this information to make your OMSH Outreach program experience run as smoothly as possible. We are coming to your school to excite your students, and everyone involved, about the science of Kentucky agriculture. In order to best facilitate the program; we will need your assistance with the following things:

OWENSBORO MUSEUM OF SCIENCE AND HISTORY

OMSH OUTREACH COORDINATOR PACK

**Welcome to the world of
KY Agriculture Adventures**

VOLUNTEERS:

No more than **15 TO 20 VOLUNTEERS AT ALL TIMES (AT LEAST 15 YEARS OF AGE OR OLDER FOR THE DURATION OF YOUR PROGRAM DAY(S)).**

The most critical part of this outreach program is the volunteers who assist with the hands on sessions. It is very important for them to be present in order to provide a quality hands-on experience for the students. These volunteers need no background, only ENTHUSIASM and ENERGY for a great day. Prior to the scheduled day, they should each receive a copy of the Volunteer letter.

Guidelines to assist you in your recruiting this valuable resource:

- **Always recruit more volunteers than you need:** 15 volunteers per hands on session is a minimum; the show can utilize 18 to 20 providing more one on one learning for the students. Remember, it is inevitable last minute sickness and emergencies will prevent people from volunteering.
- **Establish a recruiting timetable:** It is best to begin your search for volunteers weeks prior to the program. Phone calls work best. Copies of the Volunteer Letter and the short descriptions of the hands-on activities should be sent to the volunteers as a reminder of the day's commitment. Remember to confirm with phone calls the night before to eliminate challenges the day of the program.
- **Be flexible in your scheduling:** Scheduling 15 to 20 volunteers for the whole day may be difficult. Having groups work only in the morning or afternoon is perfectly fine. However, all volunteers must attend the demonstrator's volunteer orientation. This may be accomplished by having the orientation the evening before instead of the morning of the program. All volunteers should attend one of the assemblies in order to get an overview of the program's content and science concepts.
- **No experience necessary.** The volunteer's main job is to have **FUN!** Many people think they must be experts in order to lead an activity. The demonstrator is there to help them understand the process. It is meant to be a learning experience for all; students, teachers AND volunteers. Each hands-on station is supplied with a volunteer manual.
- **Let them know they are appreciated.** The KY Agriculture Adventures program could not happen without those fabulous volunteers. The volunteers are donating their time and a great deal of effort. While the OMSH Demonstrator will have the students thank them for their hard work, something more tangible is often a nice gesture. Providing coffee in the morning or ordering out for lunch are great ways to say thank you. Many schools have tried potluck lunches with great results.

SETTING UP THE SHOW:

- Set up takes place in the late afternoon or early evening prior to the event.
- A contact person must be present during the set up to assure proper equipment placement for the event.
- The OMSH demonstrator will be arriving with a 14 foot, box truck full of equipment.
- Please have 3 to 4 people to assist unloading the truck and stay for one hour to set up the show's stage and hands on equipment. Be aware that the programs equipment is not easily moved once in place and **no other activities may be scheduled in the program area during or after set-up for the safety and security of equipment.**

ORIENTATION:

- The OMSH demonstrator will lead a 45-minute orientation session prior to the event **for all volunteers participating.**
- The orientation will include background and "how to" information for all of the hands-on activities. In addition, the Demonstrator can answer any and all questions the volunteers may have about the day.
- If volunteers will be coming in shifts, it would be ideal to have all shifts present at the orientation.

SCHEDULING THE DAY:

Due to safety considerations, necessity requires the following participation limit for hands-on sessions:

- 60 students or less per session
- Each hands-on session may last 30-45 minutes (the more students participating in each session the more time required)
- Some hands-on stations require more time than others, which makes it difficult if trying to move students through in groups. To provide the ultimate learning experience for your students, please, allow your students to move through the stations at their own pace...individually.
- Be sure to allow at least 30 minutes of lunch time for volunteers.
- Study the sample schedule on the next page. OMSH cannot schedule your students. You do not need to schedule in order of grades (3rd grade could be followed by 5th grade followed by 1st grade). Keeping the daily school schedule as intact as possible is preferable. The least upset to teaching activities will make this day more acceptable and have a greater impact in the teaching process.
- Some schools may wish to make this school day a "Farm Day" or "Agriculture Day". We certainly endorse using the Pre-Visit and Post Visit activities in the classroom that can be found in the Teachers Resource pages at www.kyagadventures.com. Students enjoy meeting local farmers and seeing and learning about farm equipment courtesy of a local farm equipment dealer.
- If scheduling a Farm Day, please discuss the plans with the OMSH Demonstrator early in the planning. We would like to have a "heads-up" concerning your special day so that we can customize the program for your school.

SAMPLE SCHEDULE:

Here is a sample schedule. This outline is just a suggestion for planning your daily schedule. You may choose to schedule differently based on your number of students or your building hours of operation. Keep in mind the preceding comments and adapt this to fit the needs of your school.

| | |
|--------------------|---------------------------------|
| 7:30-8:15 | Volunteer Orientation |
| 8:15-9:00 | Morning Assembly |
| 9:00-9:15 | Break |
| 9:15-10:00 | Hands-on Sessions #1 |
| 10:00-10:45 | Hands-on Session #2 |
| 10:45-11:30 | Hands-on Session #3 |
| 11:30-12:15 | Lunch |
| 12:15-1:00 | Hands-on Sessions #4 |
| 1:00-1:45 | Hands-on Session #5 |
| 1:45-2:30 | Hands-on Session #6 |
| 2:30-3:00 | Clean up with volunteers |

- The OMSH Demonstrator is the sole representative and is an integral part of both activities. It is not possible to have an assembly program and a hands-on session at the same time.
- You can only schedule 2 assemblies for each day we are at your school.

**FAX or email you finished schedule to 270 687-2738 or
cbersaglia@owensboromuseum.com**

Thank You!

Kentucky Agriculture Adventures Hands-on Activities:

- Put Your Muscles to Work:** Using a mortar and pestle and a hand grinder, students grind wheat into flour.
- Inherit The Farm:** Running a farm can be tough. Students have a chance to own a farm and make the same choices farmers make.
- Product Pandemonium:** Students race the clock to find products that contain crops that Kentucky farmers grow.
- got milk?™:** Learn about vacuums and how cows are milked. Students can milk a fiberglass cow and feel a milking machine in action.
- Soil Testing:** Using a pH indicator, students test soil samples and choose crops that grow best in that soil.
- Get Growing:** getting their hands dirty, students plant some “Seeds” and compare and contrast seed size and planting requirements fro Kentucky crops.
- Farmland Preservation:** The natural resource of farmland is the topic for this game. Students make tough decisions about future land use and explore the results of their decisions.
- A Picture of a Healthy Me:** Students explore what they need to be healthy and take home a reminder.
- Animal Farm:** Students piece together information about the byproducts that come from livestock grown in Kentucky.
- Let’s get “RFID” of it:** Technological advances in animal tagging explored from the branding iron to current Radio Frequency Identification tags.

Top 10 Things Every OMSH Outreach Volunteer Should Know

- 10) **Get excited!** The students get out of the experience what a volunteer puts into it. Your energy is contagious, as is theirs!
- 9) **Wear Comfortable Shoes!** You may be standing, stooping, bending, or leaning for long periods of time.
- 8) **Layer, Layer, Layer!** Sometimes the gym feels like you've just stepped off an airplane at the equator, while other times your lips turn blue from the frosty air. You can never tell what the temperature in the gym will be!
- 7) **Bring Water.** You will be talking with the students all day, and it is quite refreshing to have something to wet your whistle throughout the day.
- 6) **Ask Questions!** You are not expected to know all the answers. In fact, it is a much more rewarding experience to have the students discover the answers through experimentation. You will be surprised at how a student will jump right into something to try and answer their question.
- 5) **Keep your hands clean.** This is a tough one, but make sure it is the **students** that are doing the experimenting and the clean up!
- 4) **Don't underestimate the abilities of the students.** It's okay for them to try and fail, then try again.
- 3) **Have fun!** This is an informal setting with very active experiments. The kids love trying things for themselves while learning at the same time.
- 2) **Learn!** Regardless of your experience, there are plenty of opportunities to learn new things. This is a very fun way to expand your brain.

And the #1 thing you should know is...

- 1) **Thank you, thank you, and thank you!** We could not do this without you. Your time and effort is very much appreciated and you have really made a difference in a child's life

Owensboro Museum of Science and History
122 East 2nd Street
Owensboro, KY 42303
270.687.2732, www.kyagadventures.com

OWENSBORO MUSEUM

OF SCIENCE AND HISTORY

HELLO VOLUNTEERS!

Thank you for volunteering for our **Kentucky Agriculture Adventures** traveling assembly/hands-on experience for students in K-6. The students will explore the complexity of being a modern day farmer. Here are some of the things you can look forward to on the day of the event...

The day begins with a 45-minute assembly that introduces the students to where food comes from. The OMSH demonstrator, Chef Parmesan, is the host of a “live” cooking show in which pizza is made starting from soil. This entertaining assembly is followed by sessions of hands-on activities in which the students further enhance their knowledge of science in agriculture.

Your role during the day will be to help guide students during the hands-on sessions. The entire experience is to get children to ask questions and explore science. You do not have to be a science expert to be an OMSH outreach volunteer. We would like to have everyone to have fun and learn the day of the program, and that includes you. Be sure to dress comfortably because you may be standing for the better part of the day!

Prior to the first assembly, you will be given an orientation so that you can become familiar with the experiments, which are listed with this letter. It is very important to be on time for this orientation because we only have 45-minutes to get to know each other and learn all the experiments. Even if you have volunteered with us in the past, it is important to attend the orientation to learn new information about **Kentucky Agriculture Adventures**.

Above all, you should know that you are a vital part of the days’ experience. It is impossible for **Kentucky Agriculture Adventures** to be a success without you. We at OMSH, as well as the students and faculty at your school, appreciate your time, energy and support. Be prepared for a day filled with science, learning and fun!

Sincerely
The OMSH Outreach Team

OWENSBORO MUSEUM OF SCIENCE AND HISTORY

FAQ'S

For Kentucky Agriculture Adventures

“Can there be more than 250 students in an assembly?”

You can have more than 250 students in your assembly, only if the area that OMSH Kentucky Agriculture Adventures is setup can accommodate more students. Do keep in mind that the program will have equipment setup around the perimeter of the room and will reduce the number of students that will fit.

“We don't have enough time for everyone to participate.”

First of all you may wish to secure Kentucky Agriculture Adventures for two day to accommodate all of your students. Another option is to include everyone in the assembly and limit hands-on sessions to certain grades. Although designed for K-6 the greatest benefit is 2-6. Feel free to contact the Outreach Director at the Owensboro Museum of Science and History at (270) 687-2732 or email cbersagilia@owensboromuseum.com with specific concerns.

“We are having a tough time finding enough volunteers. What can we do?”

As you can see from the enclosed information, this program depends on the assistance of the adult volunteers. Most often these are the school's PTA/PTO members and other parents. Despite your best efforts, sometimes you cannot find enough adult volunteers. Here are some other options you may wish to pursue:

- **Grandparents** – Usually retired and at home, and what grandparent is going to say “no” to their grandchild?
- **Retired teachers** – What teacher wouldn't love a fun filled day with the students?
- **High school honor students** – Science clubs, Key Clubs, honor societies, etc., in your local high schools are another source. Be sure to choose responsible students, however, because they will be role models for your students all day.
- **Local universities** – Education and science students, and even professors often like a break. These college students would be receiving practical field experience in education. Also, sororities/fraternities do service projects.
- **Active older adult organizations** – Check with the local YMCA or community center.
- **Local corporations** – Many larger corporations have volunteer programs that their employees are involved with in the local communities.

“The only large room available is the cafeteria. What do you suggest we do about lunch?”

Because of all the equipment involved in the hands-on sessions, the tables need for these sessions cannot be used for lunch tables. Many schools have students pack their lunches or pick up their lunch and eat in the classroom.

“We have sent in our information packet. When will we hear from someone?”

The OMSH demonstrator will be contacting you about a week prior to your event and will assist you with any challenges you may have.

“Who do we contact if we have questions?”

In your coordinator packet, you will find a page that has important phone numbers and addresses. The first person you will want to contact is the OMSH Outreach Director at (270) 687-2732.

**We hope this information will help you provide the best possible
Owensboro Museum of Science and History outreach experience
for your students and teachers.
Please feel free to contact OMSH Outreach with any questions or concerns.**

OWENSBORO MUSEUM

OF SCIENCE AND HISTORY

Important OMSH Outreach Address and Phone Numbers

Please remit invoices, schedules and school information to:
Owensboro Museum of Science and History
Attn: Outreach Director
122 East 2nd Street
Owensboro, KY 42303

Owensboro Museum of Science and History phone number is
(270) 687-2732

You may also fax schedules and school information to:
(270) 687-2738
Attn: Outreach Director

If you need general information about OMSH Outreach programs contact via
email at
cbersaglia@owensboromuseum.com.

www.kyagadventures.com

SET UP INFORMATION

SET-UP TIME: _____ (This should be 2-3 hours in the late afternoon or evening prior to the visit date. We require the assistance of 2-3 people for 30 minutes at the beginning of the set up time. If the room where the program will be set up has a stairway barrier, we will need four people who are able to lift 50 pounds).

SET UP LOCATION FOR ASSEMBLY: _____

SET UP LOCATION FOR HANDS-ON SESSIONS: _____
(The location for the hands-on sessions will require ten tables and 20 chairs set up before arrival).

SCHEDULE FOR THE DAY OF THE PROGRAM

Volunteer Orientation time: _____ to _____ (Scheduled 45 min before school day begins).

Morning Assembly Time: _____ to _____ (Scheduled for 45 min. for up to 250 students before they participate in hands-on sessions).

Number of students for AM assembly: _____ Grades: _____

15 minute break time: _____ to _____ (To get students and volunteers in place prior to the first hands-on session).

Hands-on sessions: (Scheduled for 30-45 minutes each for a maximum of 60 minutes).

Time for session #1: _____ to _____ #of students _____ Grade _____

Time for session #2: _____ to _____ #of students _____ Grade _____

Time for session #3: _____ to _____ #of students _____ Grade _____

Lunch break time: _____ to _____ (30-45 min. for demonstrator and volunteers, Hands-on sessions cannot be schedule during the lunch break).

Afternoon Assembly Time: _____ to _____ (If Needed.)

Number of students for PM assembly: _____ Grades: _____

Time for session #1: _____ to _____ #of students _____ Grade _____

Time for session #2: _____ to _____ #of students _____ Grade _____

Time for session #3: _____ to _____ #of students _____ Grade _____

CLEAN UP PERIOD TIME: _____ TO _____ (Scheduled for 15 minutes with all volunteers. OMSH demonstrator will require an additional 60 minutes to complete clean up. 2-3 strong people are needed to assist the demonstrator with loading the vehicle).