



PROGRESSIVE AGRICULTURE SAFETY DAY® PLANNING MANUAL

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For information about this manual and the Progressive Agriculture Safety Day® program, call **888-257-3529**.

Informational Note: This manual is one of two manuals provided to trained Progressive Agriculture Safety Day® coordinators to help them conduct a Safety Day for their communities.

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INTRODUCTION

Progressive Agriculture Safety Day® Program Summary

Purpose

To provide training, resources, and support to qualified groups who apply and are accepted to conduct Progressive Agriculture Safety Days®.

Mission

Making farm and ranch life safer and healthier for all children through education and training.

Program Summary

1. **Site Selection** – Interested communities/individuals complete an application to conduct a Progressive Agriculture Safety Day®. From those applications, sites are chosen based on need (i.e. percentage of community members who live on or visit farms, incidences of injuries, lack of other programs, etc.), expertise/enthusiasm of sponsoring group, and local support available. (The number of Safety Days that can be supported in one year is based on the number of participants expected at those Safety Days and the funds available.)
2. **Coordinator Training** – The volunteer chosen to coordinate the Safety Day must attend an in-depth one and one-half-day training. At training, the coordinator receives the information and resources needed to conduct a Progressive Agriculture Safety Day®. In-depth program manuals, for reaching 8- to 13-year olds as well as 4- to 7-year olds, are discussed. The manuals contain safe, fun, hands-on, age-appropriate activities for teaching numerous farm safety topics.
3. **Safety Day Planning and Implementation** – After training, the coordinator works with volunteers from their local community to plan and conduct one or more Progressive Agriculture Safety Days®. Each program is structured to meet the needs of the community involved. Local planning committees decide details such as:
 - Whether the Safety Day will be a community Safety Day (open to anyone in the targeted age-group who is interested) or a school Safety Day (open to only certain schools or grades)
 - Location and date
 - Ages and number of participants
 - How many and which safety topics to teach
 - Registration fee, if any
 - Whether to include parents and other family members at the event
4. **Program Outreach** – In addition to program participants, many others learn to be safer as a result on the Progressive Agriculture Safety Day® program. For instance:
 - Safety Day volunteers learn more about safety as they help plan and conduct a Safety Day
 - Participants' families and friends learn safety tips as the participants tell about the Progressive Agriculture Safety Day®
 - Many people learn about farm safety when they read what participants learned in the pages of the *Progressive Farmer* magazine and through other media outlets.
5. **Community Based Program** – The majority of the work in conducting a Progressive Agriculture Safety Day® falls on the volunteer coordinators. They are responsible for recruiting volunteers to plan, implement, staff and teach at their Safety Days.

Program History

The *Progressive Farmer* Farm Safety Day Camp® program began in 1995 under the leadership and sponsorship of *Progressive Farmer* magazine. It began with 19 camps in 11 states. The program grew rapidly in its first few years and gained the sponsorship of numerous national businesses. The Iowa Farm Safety Day Camp Program, coordinated by the Iowa AgriSafe Network (a program affiliated with the Iowa Center for Agricultural Safety and Health at the University of Iowa) and Spencer Hospital, Spencer, Iowa, began in 1992 with 12 camps and was sponsored by The Wellmark Foundation. In 1998, the Iowa Farm Safety Day Camp Program became a part of the *Progressive Farmer* Farm Safety Day Camp® program.

By 2002, the program had grown significantly and became a stand-alone program, outside the auspices of *Progressive Farmer* magazine. In January 2002, ownership and governance of the program was shifted from the *Progressive Farmer* Foundation to its successor, the Progressive Agriculture Foundation. In 2006, the name of the program was officially changed to the Progressive Agriculture Safety Day® program.

Program Acknowledgements

The success of the Progressive Agriculture Safety Day® program is a credit to the thousands of community volunteers, who each year coordinate and support these life-saving events and to the international, national, state/provincial, regional and local businesses, organizations and individuals who provide funding and other resources for the Safety Days.

Manual History and Acknowledgements

The Progressive Agriculture Safety Day® manuals were first written as the *Progressive Farmer* Farm Safety Day Camp® manual in 1995. Since that time, the manual has been through numerous revisions with the help of many people. One major revision occurred in 1998, when the manual was merged with the Iowa Farm Safety Day Camp Manual, originally written in 1992.

In 2006, the Progressive Agriculture Safety Day® manual was divided into two separate manuals at the request of the coordinators. One manual contains general program information and specific directions on how to conduct a Progressive Agriculture Safety Day®. A second manual contains the safety lessons developed for the Progressive Agriculture Safety Day program. The manual will continue to be updated as needed to help the coordinators conduct a safe, educational, fun, hands-on and age-appropriate Progressive Agriculture Safety Day®.

Acknowledgements for Previous Manuals

It is difficult to identify all the people who helped with earlier editions of the Progressive Agriculture Safety Day® (*Progressive Farmer* Farm Safety Day Camp®) manuals. Guides on conducting Safety Days/Farm Safety Day Camps, as well as lessons and activities for educating children about farm and ranch safety have been available in various forms for decades. In many instances, the authors or originators of the activities are unknown. Therefore, we will not attempt to list the people who contributed to the various earlier editions. We know that many individuals contributed to earlier editions of the current Progressive Agriculture Safety Day® manual(s). For their help and support, we express our sincere gratitude.

Progressive Agriculture Foundation

Funding for the Progressive Agriculture Safety Day® program is provided at the international, national, regional, and state/provincial levels by the Progressive Agriculture Foundation with contributions from numerous sponsoring companies and organizations. For an up-to-date list of the program's sponsors and to find out how you can contribute to this 501(c)(3) foundation, call the Progressive Agriculture Foundation at 888-257-3529.

Progressive Agriculture Board of Directors

The Progressive Agriculture Foundation is the governing body for the Progressive Agriculture Safety Day® program. The board is made up of three Progressive Agriculture Safety Day® coordinators, three individuals representing the Foundation's One-Star or higher level sponsors, and three farm safety professionals. This group meets regularly to help refine the program and make long-range plans. For a list of current members, call 888-257-3529.

Support Provided for an Official Progressive Agriculture Safety Day®

Each year, the Progressive Agriculture Foundation provides a variety of support to communities selected to participate in the Progressive Agriculture Safety Day® program. Examples of this support include, but are not limited to the following:

- Training the Safety Day coordinator to work within the local community to plan and implement a Progressive Agriculture Safety Day®.
- Publicizing the Safety Days in Progressive Farmer magazine and to national media outlets.
- Providing sample media releases for the coordinator or publicity committee to personalize and send to local media.
- Securing liability and excess medical insurance for each Safety Day.
- Provide free T-shirt and empty take-home bag for each participant and volunteer, up to the number specified when the application was approved. [Should funding become an issue for the Foundation, providing T-shirts and take-home bags for participants will take priority over providing these for volunteers.]
- Providing templates for copy-ready posters and certificates (participation and appreciation).
- Providing large “Welcome” banner for use at each Safety Day.
- Sharing information on available resources.
- Supporting Safety Day coordinators by phone and e-mail. Providing reminders, updates and other information electronically and/or by mail.
- Evaluating each Safety Day and the overall program in order to improve future Progressive Agriculture Safety Days®.

NOTE: The Progressive Agriculture Safety Day® name can only be used when a community is selected for the program and the coordinator completes and annual training requirements for the program.

PLANNING

Keys to a Successful and Exceptional Progressive Agriculture Safety Day®

What is a successful Progressive Agriculture Safety Day®? It's a Safety Day that results in its participants or those touched by the Safety Day leading safer lives. A Safety Day is successful if one person learns something that can prevent an injury or save a life.

A truly exceptional Safety Day is safe, educational, exciting, hands-on and age-appropriate. There's a sense of community as the coordinator, planning committee, instructors, group leaders, sponsors and others work together to orchestrate the Progressive Agriculture Safety Day®. An exceptional Safety Day flows smoothly and stays on schedule. The participants and others involved realize the importance of safety. They have fun and look forward to the next Safety Day.

How do you conduct a Progressive Agriculture Safety Day® that is both successful and exceptional? Do the following and you're well on your way!

1. **Safety**

- Keep safety as the primary concern when planning and conducting the Safety Day.
- Assign one or more persons to focus only on safety. Involve them in all planning meetings and the day of the Safety Day.

2. **Goals and Objectives**

- Tailor goals and objectives to reflect identified local needs.
- Discuss goals and objectives with all Safety Day volunteers, planning committee members, instructors, group leaders and others. Periodically review what you have planned to make sure you're meeting those goals and objectives.

3. **Community Involvement**

- Involve local community members in planning and securing resources for the event.
- Recruit volunteers who are enthusiastic and dedicated.
- Ask a variety of people to help – farmers, young adults, veterinarians, agribusiness professionals, etc.
- Have an assignment for each volunteer and make sure that they know what is expected of them.

4. **Adequate Planning and Organization**

- Allow approximately four or five months to plan your event.
- Think through all Safety Day activities and possible unexpected circumstances. Plan how you will handle various situations.
- Organize and complete as much work as possible before the Safety Day.

5. **Fun, Age-Appropriate Sessions**

- Include fun, hands-on activities.
- Schedule short sessions – 15 to 20 minutes is optimum.
- Divide participants into groups of no more than 10 to 15 per group (an exception is for school programs where the entire class may stay together).
- Make sure instructors are teaching accurate and age-appropriate material.

Suggested Timeline – What You Need to Do and When

Here's a **SUGGESTED** timeline and checklist that includes many of the tasks that need to be done before your Progressive Agriculture Safety Day®. However, **YOU MUST ADAPT THIS TO FIT THE NEEDS OF YOUR SPECIFIC SAFETY DAY.**

Five Months (or earlier!)

- Assess community interest
- Make contacts in community, identifying key individuals, groups, businesses.
- Recruit planning committee members who will follow through with all assignments that they accept.
- Have initial planning committee meeting.
- Set goals and objectives for your Safety Day.
- Decide on safety learning session topics.
- Select a safety coordinator (and committee).
- Select and confirm the best location for the Safety Day.
- Select and confirm date.
- Discuss the Safety Day and the required Release and Consent Form with school officials if you plan to conduct a Safety Day for a school or school district.
- Select and determine availability of opening session speaker.
- Determine special events you would like to include – smoke house, rescue helicopter, ambulance – and check on availability.
- Discuss how you can include parents in your Safety Day and how you can reach parents with information on keeping their children safe.
- Inform local representatives of our international and state/provincial sponsors of your plans and invite them to participate.

By March 15th

- Information Form due

Four Months

- Confirm date with opening speaker and special events groups.
- Send out letter or make calls asking for monetary or specific donations – don't forget take-home bag items.
- Develop flyers with Registration Forms.
- Create your own posters online in the coordinator section of the website.
- Line up Safety Day instructors.
- Determine what farm safety demonstration props are available in your area and reserve them. If none are available, decide what you want to build or assemble and who will do the work.
- Begin compiling resource material and making copies of instructor lesson plans from the manual to be mailed out two to three months prior to the date of your Safety Day.
- Reserve any needed tents, portable restrooms, PA system, etc.

Two to Three Months

- Send informational letter to schools, FFA, 4-H leaders, Extension directors, etc.
- Place information in school newsletters.
- Design your own Certificate of Appreciation/Certificate of Participation online in the coordinator section of the website.
- Create public service announcements (PSAs) and news releases for broadcast and print media use. Distribute when appropriate.
- Confirm food donation commitments.
- Ask implement dealers if they can supply needed equipment; reserve it for use at your Safety Day.
- Build needed safety demonstration props.
- Order or duplicate safety packet information.
- Mail confirmation letters, lesson plans, and other resource materials to all instructors.
- Ask instructors to list what supplies they will need (tables, electrical outlets, water, etc).
- If possible, hold an instructors meeting or meet with them individually to discuss their topics and how they plan to teach them.
- Read instructions on the Supply Order Form to determine when you should order the supplies for your Safety Day. This is based on when you need the items (plan to stuff take-home bags or deliver shirts to schools).

Six Weeks

- Alert fire department, law enforcement and emergency medical team of your event.
- Collect supplies for first aid session if you're making first aid kits.
- Map out where each learning session should be located and make a map of the entire Safety Day site.
- Distribute news releases and PSAs to media.

Four Weeks

- Line up group leaders.
- Line up food helpers and "go-fers."
- Mail any additional information to instructors.
- Have Registration Forms returned.
- Invite local media and other guests.
- Prepare Supply Order Form that is **DUE AT LEAST FOUR (4) WEEKS [U.S.] / SIX (6) WEEKS [CANADA]** **BEFORE your Safety Day.** **NOTE: IF YOU NEED THE SUPPLIES EARLIER, the order is due 5 weeks before you need them. ALWAYS count the supplies as soon as they arrive so that we can send any missing supplies.**

Two Weeks

- If conducting the pre-survey, write Safety Day code on the original before duplicating.
- Assemble any needed safety demonstration props, such as PTO dummies, model grain bins and pinch point displays.
- Get materials for safety barricades, such as cones, stakes, caution tape and/or rope.
- Mail information to group leaders.
- Send reminder letter or postcard to participants, media and other guests.

One Week

- If possible, conduct an orientation session for all volunteers.
- Collect needed electric cords, loud speakers, buzzers, etc.
- Make master registration list and divide kids into groups.
- Make schedules for group leaders, instructors and others.
- Assemble take-home bags.
- Make name tags.
- Copy and write names on each *Certificate of Participation*.
- Remind implement dealers of commitment.
- Call to re-confirm instructors and speakers.
- Write Safety Day code on evaluations before duplicating.
- If conducting a school Safety Day, take T-shirts and pre-surveys (if using) to school.

2 Days

- Sort T-shirts by size.
- Alphabetize Registration Forms.
- Check on food.
- Call to re-confirm with group leaders, instructors, equipment providers and other volunteers.
- Pick up non-perishable food items.

Day Before

- Set up as much as possible at the location.
- Conduct volunteer and instructor orientations, if not held previously.

Day of Your Safety Day

- Good Luck!

Within Three Days After Your Safety Day

- Return leftover t-shirts, empty take-home bags and any take-home items we sent you.
- Collect any Evaluation Forms not returned during your Safety Day.

Within Two Weeks After Your Safety Day

- Complete Coordinator Report Form and return it with any attachments.

Within One Month After Your Safety Day

- Copy and write names on each *Certificate of Appreciation*.
- Send a thank you letter and *Certificate of Appreciation* to each local and state/provincial sponsor, speaker, instructor, group leader, etc.
- Send a thank you note to our international sponsors, including a thank you note from at least one participant.
- Hold a follow-up meeting with planning committee.

July 15th

- Complete the application for the following year's Progressive Agriculture Safety Day® program.

Goals and Objectives – What Do You Want to Accomplish?

Goals and objectives help give direction to your Progressive Agriculture Safety Day®. Both overall program goals and objectives, as well as those you develop to address specific local needs, should be the focus of your Safety Day. As you plan and implement your Safety Day, periodically review the goals and objectives with all Safety Day volunteers to help you stay focused on what you need to do.

Community-Specific Goals and Objectives

As you plan your Progressive Agriculture Safety Day®, it's important to set goals and objectives specific to your community. Start by reviewing country, state and provincial statistics to determine what types of farm-related injuries and deaths have been reported. Then check locally with emergency rooms, school nurses, school principals, county extension agents, Farm Bureau and others to see what types of farm-related injuries and deaths occur in your area. What farm equipment or farm practices are most frequently involved? Are there differences with age and gender? Use this information as a basis for planning a Safety Day to meet the needs of your community.

Program Goals

1. To create awareness of farm hazards.
2. To help participants understand the difference between safe and unsafe behaviors on farms and ranches.
3. Develop within participants a life-long, positive attitude toward farm safety and a willingness to accept responsibility for their own well-being.
4. To decrease the incidence of farm injuries and deaths.

Program Objectives

After attending a Progressive Agriculture Safety Day®, participant should be able to:

1. Demonstrate the logical thinking necessary to recognize and respect farm hazards.
2. Identify at least five injury outcomes of farm incidents and explain the cause-and-effect relationship between each.
3. State five farm safety rules.
4. Recognize human limitations and reaction time.
5. Identify and demonstrate basic emergency action steps.
6. Understand and respect why parents or other adults place some farm activities or sites off-limits.
7. Share information and a sense of responsibility for farm safety with family members and farm visitors.

NOTE: Additional objectives are listed at the beginning of each Safety Learning Session and should be the focus of each session.

Format – What Type of Safety Day Do You Want to Hold?

There are three basic types of Progressive Agriculture Safety Days® that most groups conduct – Community, School and Family:

- Community Safety Days are those open to anyone in the community that fits the age-range and geographical area chosen by your planning committee. This type of Safety Day requires more promotion to secure participants. Community Safety Days are more difficult to plan because you will not know the exact number of participants until they arrive. Pre-registration helps you estimate the number of participants.
- School Safety Days are open to school children during the school day. You choose the grades and number of schools that you want to reach. School Safety Days may be held at the school or the children may be transported to another location.
- Family Safety Days involve parents as well as younger participants. If you are a new coordinator, we recommend waiting until you have conducted at least one Safety Day for children before attempting a Safety Day for the entire family.

Once the type of Progressive Agriculture Safety Day® is decided on, most groups use one of the following formats:

- Group rotation is used at most Safety Days. Participants divided into groups of 10 to 15. For children 10 years old and younger, groups of no more than 12 are best. These groups then rotate between sessions where the subject matter is taught. The small groups allow for hands-on, participatory learning.
- Family or individual rotation works best with adults or older children and is most often used when a Safety Day is held during a fair or other community event. The learning sessions are short and the family or individual rotates between sessions on their own without a set rotation schedule. At each session they present a check sheet for the instructor to mark, indicating participation in that session. Once the individual or family attends a pre-determined number of sessions, the children can receive a T-shirt and take-home bag. We're sorry, but we cannot supply shirts for adults who participate in Safety Days.

NOTE: If you choose to hold your Safety Day in conjunction with another community event, Progressive Agriculture Safety Day® insurance will not cover you or the participants unless the parents stay with their children or the location is completely isolated from other people and activities.

This is for the participants' safety and your protection. You do not want to suddenly realize that you have participants riding the rides or that strangers are talking with the children. Remember you are responsible for the participants.

Participants – Who Do You Want to Attend Your Safety Day?

Age of Participants

Decide what age group you want to teach. Most Safety Days are designed for ages 8 to 13, but Safety Days have been held for kids ranging from 4 to 88.

- **8- to 13-Year-Olds** – The safety learning sessions in the *Topics and Activity Manual* are designed for ages 8 to 13. If you want to include other ages, the program must be adapted.
- **4- to 7-Year-Olds** – We recommend using the curriculum developed specifically for this age group using the *Farm Safety Day – Leaders Guide*. If you include these children as a part of a larger Safety Day, you may want to require that parents stay with the children for extra supervision. Also, keep in mind that younger children have a shorter attention span and tire more easily than older children. When planning Safety Days for young children, keep the Safety Day hours and session times short.
- **14-Year-Olds to Adults** – You will need to adapt the information and lessons in the Progressive Agriculture Safety Day® manual for the age group you are teaching. However, the Safety Learning Sessions in the *Topics and Activities Manual* can serve as a guide.

Background of Participants

If you have space, don't limit participation to children who live on farms. Those who visit friends or relatives on the farm will also benefit from your Safety Day. Many topics are applicable to all children.

Special Needs Participants

Ask on your registration form if a child has special needs. Advance notice will allow you to prepare for most needs. For instance, you can plan for children in wheelchairs or those who need special diets or medications.

Some Safety Days have been disrupted because the coordinator wasn't prepared to handle children with mental or attention disorders. If you learn that a child with a special need will be attending your Safety Day, talk with the parents to determine the best way to address the needs of that child. In some instances, you could require that a parent, older sibling or another adult who knows the child stay with them. And, if any medications are needed, make sure someone is assigned to administer the medication to the child as directed.

We do not want to exclude any children. But if a child might cause a disruption that would prevent other kids from learning (or pose a safety hazard to themselves or others), then a Safety Day may not be the best way to teach them about farm safety.

Number of Participants

Realistically, what number of participants can you handle? How will you achieve this number? How will you limit participation so you don't have too many participants? Progressive Agriculture Safety Days® have been held for as few as 18 and up to 1,300 children, with the typical Safety Day having about 150 participants.

Date – When Will You Hold Your Safety Day?

The best time to hold a Safety Day varies from community to community and year to year. To find a date for your Safety Day, look at the activities already occurring in your community and consider the following:

1. When will the most participants be able to attend?
2. When are instructors, group leaders and other volunteers available?
3. How much time do you need to plan and prepare for the Safety Day?
4. When is a suitable location available?
5. If your Safety Day will be a school event, when is the best time for the students and teachers?

Successful Progressive Agriculture Safety Days® have been held on both weekdays and weekends during every month of the year. When we look at the dates chosen for Progressive Agriculture Safety Days® in past years, about two-thirds are held between mid-March and the end of June. Another one-fourth of the Safety Days are held in September and October. The remaining Safety Days are held at various dates throughout the year.

Location – What Site is Best for the Safety Day?

Depending on the number of participants you plan to reach and the activities you want to include, there may be only a few locations in your community that can accommodate your Safety Day event. It is important that you decide on a site and book it well in advance of your Safety Day. Some possible locations include:

- Fairgrounds
- Parks
- Schools or colleges
- Community centers
- Farms

OUR BEST ADVICE – AVOID USING GYMS AND OTHER LARGE COMMUNITY ROOMS. READ ON TO SEE WHY.

To help you select a site, consider the following:

Large Meeting Space

Most Safety Days have opening and closing sessions. Some also have additional large group sessions for everyone attending. For these sessions, you will need a space large enough to hold the entire group. This space could be inside or outside.

Learning Session Space

You will also need space for each small group learning session. For optimal learning, the participants should be separated from other groups/sessions so that they can't look for and watch their friends, thus distracting them from what the instructor is teaching. Some groups set up sessions outside under trees with plenty of space between sessions. Others use school classrooms or the various buildings at their fairgrounds. As a last resort only, you may have to set-up several learning sessions in a large gym or meeting room. If you do, be sure to set it up so that the participants face the corners and/or walls of the facility so they are not facing each other.

Acoustics

Most people do not realize how big a role acoustics play in the success of a Safety Day. Think about the noise at a basketball game. Most gyms and sports arenas echo. They were not built for small group learning. Participants learn better when they are not distracted by other sounds. How would you like to try to keep a group's attention with a tractor starts up next to you? How would you like to do a demonstration with a horse when an instructor sounds a smoke alarm for the children to hear? The acoustics in a building or room should be one of the top considerations when selecting a location for your Safety Day. [With this said, we are well aware that gyms and other sports arenas may be the only option in many communities. If so, consider partitioning off the learning sessions by hanging blankets or using some type of opaque panels.]

Weather

"If you aren't prepared for rain, it will rain." How many times have we heard coordinators say this? Depending on the weather in your area, you might have to contend with rain, snow, heat or cold. Be prepared. If you do not have a way to move all of the Safety Day activities inside, borrow or rent tents. A Safety Day is too much work to have it ruined by bad weather.

Other Things to Consider

- Are restrooms available or do you need to rent portable restrooms?
- Is the site free from equipment, debris, unsafe buildings, potholes, etc. that could be dangerous? Can you make the site safe?
- Is this location such that the participants could easily wander off? Are strangers able to walk in and mix with the children? If so, you should either select another site or plan how you can prevent either of these situations.

Site Set-Up – Getting the Location Ready

Visit the Safety Day site well in advance of your Safety Day and assign space for each learning session, registration, opening and closing ceremonies, lunch and first aid. Look closely at the entire facility and determine the following:

- How do you want traffic to flow as people arrive at and leave the Safety Day? Where will people park?
- What signs do you need to direct people to the Safety Day location? What signs do you need to help everyone find their way around the Safety Day site? We suggest making signs for registration, each session topic, restrooms, first aid and the large group assembly area.
- What tables, chairs, trash cans, microphones, audio-visual equipment, etc. are needed? How can you obtain them?
- When can you get into the facility to set up? How long do you have to clean-up and vacate the facility after the Safety Day?
- If the site can be set-up the day before, is it safe to leave equipment and supplies overnight?
- What time should everything be set-up by so that the site is ready for participants and volunteers as they arrive? What time does the set-up committee need to start to accomplish this?
- What items will you need to set-up the site and help the Safety Day run smoothly?

Items You May Need

- Additional lighting
- Audio/visual equipment
- Bailing wire
- Box of tools
- Bug spray
- Buzzer or air horn
- Camera and film
- Carabineer clips
- Cash box
- Cell phone and phone book
- Chairs
- Computer
- Duct tape
- Epi-pen
- Extension cords
- First aid supplies
- Ice chest and ice
- Hammer and nails
- Ladder
- Loud speaker system
- Name tags
- Needle and thread
- Paints and markers
- Paper
- Paper towels, toilet paper, tissues
- Pens and pencils
- Pins (straight and safety)
- Pliers
- Portable generator
- Portable restrooms
- Poster board or foamcore board
- Rope
- Rubber bands
- Safety barriers (stakes, flagging, etc.)
- Scissors, stapler, tape
- Screwdriver and screws
- Sunscreen
- Tables
- Tents
- Trash bags
- Trash cans
- Two-way radios
- Video camera and tape
- Water cooler and cups
- Weather radio

Class Management – How Do You Get Participants to the Right Place at the Right Time?

Divide Participants into Groups

Participants are usually divided into groups by grade level. This makes it easier for instructors to modify their sessions so they are age-appropriate for each group. (Dividing by grade as opposed to age is better for those children who have been held back in school.) When possible, try to have an even mix of boys and girls.

If you have very young participants, another option is to pair an older child with a younger one; for example, assign a 6th grade child to each kindergarten child. When you divide the participants into groups, keep the pairs together. The older child is then responsible for making sure the younger child understands what is being taught. Not only does this help the younger child learn, but the older one often listens more closely because they have an important role at the Safety Day.

Distinguish One Group from Another

Because most Safety Days involve moving kids from one class to another, it's sometimes difficult to know who should be where. One way to solve this is to assign each group a color or symbol and then to have each child and group leader wear a nametag, cap, bandana, etc. that shows the color or symbol of that group. Remember to keep the symbols age-appropriate as older participants might feel that symbols are silly. Suggested symbols include:

- Animals – cows, horses, chickens
- Crops – corn, beans, alfalfa, wheat
- Garden Seeds – carrots, tomatoes, squash
- Local Businesses – Myers Drugs, Berg Implement, Robertson General Store (use caps from each business to distinguish between groups)

Provide Adequate Supervision

Assign at least two adults or older youths to serve as group leaders who stay with their assigned group the entire day. The group leaders are responsible for keeping up with the children and making sure they are where they need to be. We recommend two people for every 10 to 15 children. With two or more leaders, one can stay with the group while the other accompanies a child that must leave the group to go to the restroom, first aid, etc.

Give Each Volunteer a Schedule

Every volunteer at the Safety Day should have a schedule that shows where every group is for every block of time. Also post a master chart in a central place where everyone can find it to help direct lost participants.

Prevent Lost Items

At the end of each Safety Day, there's usually lost items left behind. To minimize this, assign each group a box near the registration area where participants can leave items they don't want to carry. This is where they can leave extra T-shirts, after they change into their Safety Day T-shirts, jackets and take-home items such as a first aid kit they assembled during a learning session. Participants claim their items from the box just before they leave the site. Decorating the box is a fun activity for group members who arrive at the Safety Day early.

Frequently Asked Questions

The following questions are ones that coordinators often hear from participants and their parents. The answers to the questions must be decided by your planning committee and will vary from Safety Day to Safety Day. Once you decide, make sure all instructors, group leaders and other volunteers know the answers so that everyone gives consistent answers.

Questions from Participants

- May I change groups? I don't know any of these people and I want to stay with my friends.
- Can you give me something for a headache?
- I'm allergic to chocolate cookies (milk, oranges, etc.); may I have something else?
- Mother is picking me up early so I can go to my team's ball game. Do I need to check out with anyone?
- Do you have a band-aid?
- May I have a different size T-shirt?
- Do I have to go to the water safety (tractor, animal, etc.) class?

Questions from Parents

- I can help with/visit the Safety Day for part of the day. Is that okay?
- Could you please put both of my children in the same group even though they are not the same age?
- Could you schedule the Safety Day next year at a time other than the week of 4-H (FFA, basketball, etc.) safety day?
- My son would like to bring his best friend, but he doesn't live on a farm. Can he attend?
- May I drop my son off two hours before registration on my way to work?
- Will my child be well-chaperoned?
- I know the cut-off age for Safety Day is _____, but my child is just one year older/younger. Can she attend?
- I would like for my child to attend the Safety Day, but right now we cannot afford even a small charge. Is there anything I can do?
- My child has a disability (mental or physical) – can he attend? What if I (or a sibling) stay with him?

SCHEDULES

Schedules

To help your Progressive Agriculture Safety Day® flow smoothly, it's important to carefully and realistically schedule all sessions and breaks. If you don't stay on schedule, you may end up with mass confusion and not be able to finish all the scheduled activities. Progressive Agriculture Safety Days® are usually made up of a combination of the following activities:

- Opening Session
- Safety Learning Sessions (usually conducted in small group sessions or for some topics in one large group session)
- Breaks
- Lunch
- Closing Session

While most Safety Days have small group sessions and breaks, the other activities are optional. **YOU MUST PLAN A SCHEDULE THAT WORKS FOR YOUR SPECIFIC SAFETY DAY. EVERY SAFETY DAY IS DIFFERENT!**

Opening and Closing Sessions

Opening and closing sessions can be used to:

- Develop enthusiasm for farm safety
- Provide information about the day's activities
- Orient the participants to their surroundings
- Emphasize the importance of what they have learned

While the first and last small group sessions can be used for the same purpose, most groups choose to have opening and closing sessions in a large group setting. These sessions should be just long enough to cover the information needed. If the opening and closing sessions are too long, the kids will get bored!

Ask a person to emcee these sessions who will hold the participants' attention. Is there a local disc jockey available? If local officials are invited to speak to the kids, give them a strict time limit. Participants bore easily if you try to call out names and thank sponsors and volunteers individually. Instead, thank them by category – sponsors, instructors, group leaders, etc. In addition, list international, state/provincial and local sponsors on a huge poster and display the list prominently at your Safety Day.

The opening and closing sessions may be the perfect time for demonstrations that you'll only be able to conduct one time during the day. For example, you may want to have someone set up a mock rescue during this time.

If you choose not to have an opening session, build extra time into the first small group session of the day. Build extra time into the last small group session if you decide not to have a closing session. Use this extra time to have the group leaders discuss what you would have covered in the large group opening and/or closing sessions.

Topics to Cover in Opening Remarks or First Session:

- Introduce or tell who important people are (coordinator, safety coordinator, medical staff, guests)
- Give safety and other rules
- Give directions to first aid, water, restrooms, etc.
- Review the day's schedule and activities
- Tell participants what's expected of them and what you want them to learn
- Have participants take a pre-survey, if desired
- Have a motivational speaker (this may be a local person who was injured on the farm and is willing to share his or her own story)

Topics to Cover in Closing Remarks or Last Session:

- Closing comments (limit to five minutes), including a general thank you to sponsors and volunteers
- Write thank you notes
- Have participants fill out a Participant Report Form
- Have volunteers fill out an Instructor/Group Leader/Volunteer Report Form
- Have participants take a post-survey, if desired
- Hand out take-home bags

Scheduling Tips

Set-up and Clean-up

- Plan time for both set-up and clean-up. List these times on the schedule you give to appropriate volunteers.

Registration

- Plan plenty of time for morning registration and check-in (usually 30 to 60 minutes). Don't announce this time to anyone but your volunteers. If you plan registration from 9:00 a.m. to 9:30, tell participants that the day starts at 9:00. If you announce registration times, everyone will arrive at the last minute.
- The registration process sets the tone for your Safety Day. You want it to flow as smoothly as possible to be sure that you don't start the day "off schedule."
- Previous coordinators advise that you "allow plenty of time and plan carefully." Too many of them have reported that their registration was mass confusion.

Safety Learning Sessions

- To get the most out of the day, schedule each topic for every time period and rotate groups of children between sessions.
- Keep group size small enough and session length short enough to allow each child to be involved, without losing the attention of the others in the group. For hands-on, participatory learning, small groups of 10 to 15 children are best.
- As you develop your schedule, remember that there may be some topics that must be presented in a large group setting (all or half the participants). For instance, the rescue helicopter may only be able to commit 30 minutes to your Safety Day.
- If you have numerous sessions scheduled, don't overwork your instructors. Consider having two instructors teach the same topic. They could teach alternating sessions, or one could teach in the morning and the other in the afternoon. Some groups schedule one non-teaching period into each instructor's day. This gives the instructors a well-deserved break and allows them to see the other sessions.
- If you're short on instructors and have no other options, schedule different topics in the morning and afternoon. They have each instructor teach one topic in the morning and a different topic in the afternoon.
- As you plan your schedule, you may find that you've selected too many topics for one day. It may be necessary to prioritize and save some for another Safety Day or farm safety event.
- Remember, you don't need to teach everything in one day – you need to do a good job teaching what you do decide to teach.
- Realistically, what is the maximum number of participants you can accept with the schedule you've planned? Do you need to rethink participant numbers?

- Allow time for groups to move from one session to another. The time it takes to change sessions should be based on how far apart the sessions are. Your groups might be able to change sessions in two or three minutes instead of the five minutes we've allowed in the sample schedules. Sometimes it takes longer than five minutes.
- As you work out the order that the groups will attend each session, plan to rotate between the sessions in a circular/organized way. Having groups backtrack or crisscross the site to reach sessions creates confusion.
- Have a back-up plan. Some Safety Days have from one to three of their instructors (or the equipment they needed) fail to show up on the day of the event. Have extra sessions or learning activities planned just in case!

Lunch and Breaks

- Schedule time for breaks, including restroom breaks.
- Remember, kids eat fast. If you allow an hour for lunch, be sure to have entertainment or organized activities for the participants when they're finished. Most groups find it best to schedule only 30 minutes for lunch.
- Can you feed all your participants and volunteers at one time or do you need to have them eat in shifts?

Sample Schedules

The following schedules can give you an idea of how some Progressive Agriculture Safety Days® are planned. Note that before each, we have a short description of the types of activities that each one involves. You must adapt these to fit the needs of your community and Safety Day. Also, young children tire easily. The younger the participants, the fewer the sessions you should have.

SAMPLE SCHEDULE 1

Full-day, twelve 15-minute sessions, one large group demonstration, two breaks and a 25-minute lunch

8:30 – 8:55	Registration
9:00 – 9:15	Welcome and Opening Remarks
9:20 – 9:35	Small Group Session #1
9:40 – 9:55	Small Group Session #2
10:00 – 10:15	Small Group Session #3
10:15 – 10:25	Break
10:30 – 10:45	Small Group Session #4
10:50 – 11:05	Small Group Session #5
11:10 – 11:25	Small Group Session #6
11:30 – 11:45	Large Group Demonstration
11:45 – 12:10	Lunch
12:15 – 12:30	Small Group Session #7
12:35 – 12:50	Small Group Session #8
12:55 – 1:10	Small Group Session #9
1:15 – 1:30	Small Group Session #10
1:30 – 1:45	Break
1:50 – 2:05	Small Group Session #11
2:10 – 2:25	Small Group Session #12
2:30 – 2:45	Wrap-up

SAMPLE SCHEDULE 2

Full-day, ten 15-minute sessions, one large group demonstration (for half the participants at a time), two breaks and a 20 minute lunch (for half the participants at a time)

9:00 – 9:25	Registration
9:30 – 9:50	Welcome and Opening Remarks
9:55 – 10:10	Small Group Session #1
10:15 – 10:30	Small Group Session #2
10:35 – 10:50	Small Group Session #3
10:50 – 11:05	Break
11:10 – 11:25	Small Group Session #4
11:30 – 11:45	Small Group Session #5
11:50 – 12:10	Helicopter Mock Rescue / Lunch
12:15 – 12:35	Lunch / Helicopter Mock Rescue
12:40 – 12:55	Small Group Session #6
1:00 – 1:15	Small Group Session #7
1:20 – 1:35	Small Group Session #8
1:35 – 1:50	Break
1:55 – 2:10	Small Group Session #9
2:15 – 2:30	Small Group Session #10
2:35 – 2:55	Wrap-up

SAMPLE SCHEDULE 3

Morning, eight 15-minute sessions, two large group demonstrations and one break

7:45 – 8:15	Registration
8:20 – 8:30	Welcome and Opening Remarks
8:35 – 8:50	Small Group Session #1
8:55 – 9:10	Small Group Session #2
9:15 – 9:30	Small Group Session #3
9:35 – 9:50	Small Group Session #4
9:50 – 10:00	Break
10:05 – 10:20	Small Group Session #5
10:25 – 10:40	Small Group Session #6
10:45 – 11:00	Small Group Session #7
11:05 – 11:20	Small Group Session #8
11:25 – 11:35	Large Group Demonstration #1
11:35 – 11:45	Large Group Demonstration #2
11:45 – 11:55	Wrap-up

SAMPLE SCHEDULE 4

Afternoon, eight 15-minute sessions, two large group demonstrations and one break

11:45 – 12:15	Registration
12:20 – 12:30	Welcome and Opening Remarks
12:35 – 12:50	Small Group Session #1
12:55 – 1:10	Small Group Session #2
1:15 – 1:30	Small Group Session #3
1:35 – 1:50	Small Group Session #4
1:50 – 2:00	Break
2:05 – 2:20	Small Group Session #5
2:25 – 2:40	Small Group Session #6
2:45 – 3:00	Small Group Session #7
3:05 – 3:20	Small Group Session #8
3:25 – 3:40	Large Group Demonstration #1
3:40 – 3:55	Large Group Demonstration #2
3:55 – 4:15	Wrap-up

SAMPLE SCHEDULE 1

Full-day, twelve 20-minute sessions, two breaks and a 30-minute lunch

8:00 – 8:35	Registration
8:40 – 8:55	Welcome and Opening Remarks
9:00 – 9:20	Small Group Session #1
9:25 – 9:45	Small Group Session #2
9:50 – 10:10	Small Group Session #3
10:10 – 10:25	Break
10:25 – 10:45	Small Group Session #4
10:50 – 11:10	Small Group Session #5
11:15 – 11:35	Small Group Session #6
11:35 – 12:05	Lunch
12:05 – 12:25	Small Group Session #7
12:30 – 12:50	Small Group Session #8
12:55 – 1:15	Small Group Session #9
1:15 – 1:30	Break
1:30 – 1:50	Small Group Session #10
1:55 – 2:15	Small Group Session #11
2:20 – 2:40	Small Group Session #12
2:45 – 3:15	Wrap-up

SAMPLE SCHEDULE 6

Full-day, ten 20-minute sessions, one break and a 60 minute lunch that includes games and activities

8:00 – 8:35	Registration
8:40 – 8:55	Welcome and Opening Remarks
9:00 – 9:20	Small Group Session #1
9:25 – 9:45	Small Group Session #2
9:50 – 10:10	Small Group Session #3
10:10 – 10:30	Break
10:30 – 10:50	Small Group Session #4
10:55 – 11:15	Small Group Session #5
11:20 – 11:40	Small Group Session #6
11:40 – 12:40	Lunch
12:40 – 1:00	Small Group Session #7
1:05 – 1:25	Small Group Session #8
1:30 – 1:50	Small Group Session #9
1:55 – 2:15	Small Group Session #10
2:20 – 2:45	Wrap-up

SAMPLE SCHEDULE 7

Full-day, eight 20-minute sessions, one large group session, one break and a 30 minute lunch

9:00 – 9:25	Registration
9:30 – 9:45	Welcome and Opening Remarks
9:50 – 10:10	Small Group Session #1
10:15 – 10:35	Small Group Session #2
10:40 – 11:00	Small Group Session #3
11:05 – 11:25	Small Group Session #4
11:30 – 12:00	Lunch
12:05 – 12:25	Small Group Session #5
12:30 – 12:50	Small Group Session #6
12:55 – 1:15	Small Group Session #7
1:20 – 1:40	Small Group Session #8
1:40 – 1:55	Break
1:55 – 2:30	Large Group Session
2:30 – 2:45	Wrap-up

NOTE: Schedule numbers 1, 2, 5 and 7 could be modified with different topics taught in the morning and afternoon. Instead of 12 groups of children, you would have 6.

REGISTRATION

Registration

Registration tells you how many participants you can expect to attend and how many actually attend your Safety Day.

Registration and Release Forms

- Most groups want to design their own flyers announcing the Progressive Agriculture Safety Day®. So that parents have everything they need in one place, they include both the registration form and a release form as a part of the flyer.
- In designing your flyer, you must include the Progressive Agriculture Safety Day® logo prominently on the flyer and remember to call your Safety Day a Progressive Agriculture Safety Day®.
- Include the logos of our One-Star and Two-Star sponsors on the flyer. These can be found on our website. If you have a final list of major local sponsors, include those also.
- You must have a signed *Release and Consent Form* for each participant under the legal age limit for your area. If you do not, they **ARE NOT ALLOWED** to participate in the program.
- If you are having a school Safety Day, make sure the teachers understand that you are required to have a *Release and Consent Form*, signed by a parent or guardian, for each child. The overall release that the school obtains is not acceptable. If a parent or guardian does not sign the *Release and Consent Form*, or does not want their child to attend, the child should stay at school and not come to the Safety Day.
- Because the school may need extra time to implement this, discuss the Release and Consent Form requirement with school officials during your initial contact with them. If they have concerns, please call the Progressive Agriculture Foundation office at 1-888-257-3529 before proceeding.
- After your Safety Day, keep all *Release and Consent Forms* for five years, just in case there is an unexpected lawsuit.

School Safety Days

Registration for school Safety Days is easy. Ask the school(s) for each teacher's name, grade and a list of the children they teach. Find out how many adults will be attending with the class (and whether they can serve as group leaders). Ask if there is anyone with a special need and what special arrangements you need to make. The teachers can also help you determine T-shirt sizes. And they can handle getting the required *Release and Consent Form* signed and back to you before the Safety Day.

On the day of the event, you don't have to set tables for registering the participants. Instead, the teachers can confirm whether everyone on their list is in attendance and whether you need to add any adults. Remember they cannot add participants without a signed *Release and Consent Form*.

Community and Family Safety Days

Registration for a community or family Safety Day is more complex. In addition to the signed *Release and Consent Form*, you must have a registration form for each of the participants.

Pre-Registration Helps

- As you promote the Safety Day, make sure that community members know where they can get the registration and release forms.
- You decide how early to set your pre-registration deadline. However, for most groups this date is one to three weeks before the event.
- Urge parents to pre-register their children. This allows you to more accurately plan for your Safety Day. Pre-registration helps decrease confusion the day of the event and allows you to have name tags and group assignments ready for the participants when they arrive. Request that registration forms, fees and release forms be returned at least one to three weeks before the Safety Day.

- One way to get people to register early is to tell them that “Participation is limited to the first _____ number of participants to return forms.” This will also prevent you from having more participants than you can handle. If you decide to charge a registration fee, you can announce that the price will go up on _____ day.
- We do not advise asking for a T-shirt size on the registration form. Shirts must be ordered well before the deadline for pre-registration and you do not want disappointed children or parents. Instead, guesstimate at the sizes you will need.

Registration Fees

- Many groups ask each participant to pay a \$3 to \$10 registration fee with a cap of \$15 to \$20 per family. Charging a fee helps indicate to parents the importance of the Safety Day. Be sure to have scholarship funds available for those participants who can't afford to pay (see the Funding chapter).
- If you charge a registration fee, pre-registration allows you to use that money to pay the costs for your Safety Day or purchase optional items like smoke detectors, bicycle helmets or first aid kits for the participants' take-home bags.
- To encourage pre-registration, announce that the registration fee will increase after a certain date. If the parents know that this cost will increase if they don't pre-register by a specific time, you may receive better advance commitment. Pre-registration will eliminate the need to handle as much money the day of the event.
- Sometimes a month or more may elapse between the time a child pre-registers and the day of the event. A week or two before the Safety Day, send out a “reminder” letter or postcard with a schedule of events and directions to the location.

Registration at the Safety Day

- To avoid confusion, think through the best place to hold registration. You will need plenty of space in an area near where the participants arrive.
- Prepare a list of all who have pre-registered. Have columns that note whether you have their *Release and Consent Form* and registration fee, if applicable. When participants arrive, check the names off the list and ask the parents for missing forms or fees.
- If you accept registration fees at the event, make sure you can change large bills.
- Have separate check-in areas for those who pre-registered and those who are registering on-site. Depending on the size of your group, you may want to divide check-in alphabetically by last name.
- Have “Registration,” “Pre-Registered,” “A to L,” etc. signs on posts or walls above the registration tables. Place them high enough so that those registering don't block the signs. Taping the signs to the front of the tables makes them hard to see.
- Have a COPY of each pre-registration form and each *Release and Consent Form* alphabetized and in a binder at the registration area. This allows easy access during registration and in case of emergencies. Keep them in a central area the rest of the day. DO NOT take the originals with you. We've had too many lost the day of the event.
- Carefully plan for the number of volunteers needed to work registration. Send all other volunteers to help supervise the children who have already registered. Extra adults standing around the registration area can cause added confusion.
- Have a separate registration area where your volunteers can check-in.

After a Participant Registers

- After a participant registers or checks in, have something for them to do so that there aren't extra people standing around the registration area. Some groups have the children go directly to the opening session location to wait.
- Others send the participants to gather in their small class groups. In their small groups, they meet their group leaders and each other. They can play games or have a snack while they wait for the other participants to arrive. This is also a good time to have them take the pre-survey if you choose to use it.

Information to Include on a Registration Form

Name _____ Gender _____ Grade _____

Address _____

City, State/Province, Postal Code _____

Parent/Guardian Name _____

Phones: Home _____ Work _____ Cell _____

Name of Emergency Contact _____

Phone(s) where they can be reached during Safety Day _____

Family Physician _____ Phone _____

My child is allergic to: _____

My child's Canadian Medical # _____

My child may be given the following other-the-counter medications: _____

My child has the following special needs and/or must take the following medications: _____

After Safety Day, the following people have permission to pick up my child: _____

The following people are not allowed to pick up my child at any time: _____

Please make checks or money orders for \$ _____ payable to: _____

Return registration form and payment by _____ (date) to: _____ (Name, address and phone)

NOTE: If you are sending more than one child to Safety Day, please complete a separate form for each child.



**Friday, November 4, 2010
9:00 am to 2:00 pm CST**

**Ellington Agricultural Center
Tennessee Technological University
Plumas, Manitoba**

*****Application Deadline - January 1, 2100**

Presented by:

Georgia Cooperative Extension Service - Lee County
Jefferson Parish Young Farmers

Sponsored Internationally by the following:



Sponsored in Alabama by: **Alabama Wildlife Rescue**

Sample - Cover of Flyer

Progressive Agriculture Safety Day®

This fun-filled day is open to 3rd through 5th graders from Lee County and Jefferson Parish. Space is limited to the first 150 to register. Planned activities include demonstrations and discussions on numerous safety-related topics. Participants will be divided into small groups to rotate through the safety sessions listed below. Small groups allow the children to participate in activities designed to help them learn.

- ♦ ATV Safety
- ♦ Chemical Safety
- ♦ Fire Safety
- ♦ Tractor Safety
- ♦ First Aid
- ♦ Wildlife Safety
- ♦ Hidden Hazards
- ♦ Electrical Safety
- ♦ Outdoor Safety
- ♦ Roadway Safety
- ♦ Other Safety Topics

COST: A fee of \$5 per child covers the cost of lunch, snacks, a T-shirt, speakers, and a take-home bag of safety materials.

TO REGISTER:

- 1) Complete the Registration Form and the Release and Consent Form that is on the back.
- 2) ***A parent or guardian must sign the Release and Consent Form, before a child can participate in the Safety Day.***
- 3) Include a check made out to Jefferson Parish Young Farmers for \$5 per child.
- 4) Return forms and payment by January 1, 2100 to:
Lee County Extension Office
5 Zenith Avenue
London, Monrovia V84ME

FOR MORE INFORMATION: Call Inn Charge at (100) 555-4321

Sample - Inside of Flyer

Progressive Agriculture Safety Day® Registration Due January 1, 2100

Participant Name _____

Gender _____ Grade _____ Age _____

Address _____

City _____

State/Province _____ Postal Code _____

Parent/Guardian Name _____

Home Phone () _____

Work Phone () _____

Cell or Pager () _____

Phone where you can be reached during safety day:

() _____

Name of Additional Emergency Contact _____

Phone where they can be reached during safety day:

() _____

Family Physician _____ Phone _____

My child is allergic to: _____

My child may be given the following over-the-counter medications:

My child has the following special needs and/or must take the following medications:

After safety day, the following people have permission to pick up my child:

The following people are not allowed to pick up my child at any time:

NOTE: If you are sending more than one child to safety day, please complete a separate form for each child.

Don't forget to complete and sign the Release and Consent Form on the back



Sample - Inside of Flyer

2056 Progressive Agriculture Safety Day® Release and Consent Form

- 1) **I give my permission for the child listed below to attend the Progressive Agriculture Safety Day®.** I understand that one of the purposes of the Progressive Agriculture Safety Day® is to teach participants to stay safe around farm sites, farm equipment, and farm animals. During the safety day, safety barriers will be in place, safety rules will be enforced, and participants will be closely supervised by safety day instructors and group leaders. However, I acknowledge that there is the possibility of accidents. I release the coordinators, instructors, volunteers, sponsors, the Progressive Agriculture Foundation, and the Progressive Agriculture Safety Day® program from all claims, in the event of injury to my child, unless the injury is the result of gross negligence or willful misconduct on the part of these parties.
- 2) **First aid will be available at the safety day and medical and/or hospital care will be provided in case of serious illness or injury.** I understand that if serious illness or injury occurs, I will be notified. If it is impossible to contact me or the alternate emergency contact provided on the back of this form, I give permission for emergency treatment as recommended by the attending physician.
- 3) **I give my permission for photographs, audio, and video to be taken of my child** while engaged in safety day activities and for these images to be used in the media, on the Progressive Agriculture Safety Day® Website, and in promotional materials related to farm safety.

I have read and agree to the above information.*

Parent/Guardian Signature _____ Date _____

PLEASE PRINT THE FOLLOWING:

Name of Parent/Guardian _____

Name of Participant _____

Participant's age _____ Grade in school _____ Participant is: Boy Girl

Address _____

City _____ State/Province _____ Postal Code _____

Area Code _____ Phone Number _____

*** If you do not give permission for all or part of items 2, or 3** simply mark through and initial the statement(s) that you do not agree to. However, if you do not agree to item 1, your child cannot attend the event.

I understand that my child might be asked to complete a written knowledge test before and after the safety day to help evaluate the effectiveness of the Progressive Agriculture Safety Day® program. Participation is voluntary, and my child may choose not to participate. I give permission for my child to participate in these evaluations.

Sample - Backside of Flyer

Sample Letter:
Pre-Safety Day Confirmation To Participants

Date

Dear Progressive Agriculture Safety Day® Participant:

We are looking forward to having you at our Progressive Agriculture Safety Day® on (day of week), (month, day, year), at (building and/or location). Please plan to arrive by (time registration begins).

We have an exciting day planned for you. There will be many activities to teach you how to stay safe on the farm. It's a serious subject, but we've made the lessons fun.

During the day, you will be in a group of 10 to 15 other children your age. We have enclosed a schedule of the Progressive Agriculture Safety Day® activities. (Enclose a copy of your Safety Day schedule.)

Parents, please be at the Safety Day to pick up your child(ren) at (time). After the event, we hope you will take time to discuss what they learned with your child(ren) and to look through the items in their take-home bag.

See you on (date)! In the meantime, if you have questions, please call (me/us) at (phone number/s).

See you soon!

Sincerely,

Progressive Agriculture Safety Day® Coordinator(s)

Enclosures:

YOU'LL NEED PEOPLE TO HELP

You'll Need People to Help

When experienced coordinators are asked the most important thing they would tell new coordinators, most say the same thing – “**Don't try to do it alone.**” Whether you ask four or five people to help, or you have a group of 30 to 50 people working on various assignments, conducting a Progressive Agriculture Safety Day® is easier if you involve a wide-range of enthusiastic individuals. Have specific tasks spelled out for each of them. Don't try to do all the planning and coordinating yourself.

Ask the volunteers what jobs they would like to do. However, if you know that an individual doesn't have the temperament or ability to handle a task, assign them something else to do.

Communicate! Communicate! Communicate! This is the best way to make sure your Safety Day goes smoothly. Have meetings with them and/or send out detailed instructions for their jobs well before the day of the event or well before the task should be done. Volunteers have reported on their evaluations that they didn't know what was expected of them, even at the end of the Safety Day!

When possible, hold orientation sessions for volunteers. Instructors need specific directions for teaching their sessions well in advance. Have an initial meeting with them two to three months before your Safety Day. Then meet with all volunteers during the week before Safety Day. Some planning committees choose the night before their event for this meeting. Everyone helps set up and receives final directions before the hectic beginning of the Safety Day. Then they enjoy a meal together.

Volunteer Jobs

The following are tasks that volunteers should be able to help you with:

Before Your Safety Day

- Help on Planning Committee
- Handle Publicity
- Manage pre-registration
- Fundraising/donations
- Gather needed equipment and supplies
- Make signs
- Make or gather demonstration props
- Stuff take-home bags
- Duplicate *Certificates of Participation* and write names on them
- Write the Safety Day code on the originals of the required reports and optional survey forms, then duplicating them

During Your Safety Day

- Safety committee
- Set-up
- Registration
- Write names of on-site registrants on *Certificates of Participation*
- Staff headquarters center/table/time keeper
- Instructors
- Group leaders
- Food preparers and servers

- Photographer
- “Go-fers”
- Staff a first aid station
- Clean-up

After Your Safety Day

- Copy and send out thank you notes
- Duplicate the *Certificates of Appreciation* and write names on each
- Read Participant Report Forms and select eight to ten of the best
- Return borrowed items
- Prepare and distribute follow-up publicity

Who Might Volunteer

The following is a partial list of the people who might be willing to help with your Safety Day.

- County extension agents
- Vocational agricultural teachers
- Farm Safety 4 Just Kids chapters or members
- Older 4-H or FFA members
- Boy/Girl Scouts
- Farm Bureau
- Farmer’s Union
- Farmers and ranchers
- School and occupational health nurses
- Public/county/state/provincial health departments
- Nursing students
- Power company
- Machinery or chemical dealerships
- Grain elevator operators
- Emergency medical/hospital personnel
- Fire department
- Farm credit office
- ATV and lawn equipment dealerships
- Red Cross
- Forestry officials
- Coast Guard
- Soil/natural resources conservation service
- Insurance companies
- Interested parents/teachers

- Senior/retired citizens
- Members of agricultural leadership groups
- Veterinarians
- State/provincial highway department
- Game and fish commission
- Chamber of Commerce
- Recreation Center staff
- University or College of Agriculture students
- Utilities groups
- Financial institutions
- Local, state/provincial or national parks
- Oil/gas companies
- Law enforcement
- Army Reserves/National Guard
- County/state/provincial fair boards
- Stockyards
- Sheriff's department
- Church groups
- Civic groups
- Young Farmer & Rancher groups
- Department of Agriculture
- County Commissioners
- Education Assistants/Teacher Aids
- Hall Committee Members

Planning Committee

There are numerous people in your community who can help you organize your Safety Day. Try to allow four to five months from your first planning committee meeting until the actual Safety Day. (However, one of our Safety Days was successfully planned by experienced local organizers in less than one month.)

Ask key community leaders who have an interest in farm safety to be on your planning committee. You decide how many people to include. Keep in mind that after the first meeting, you can always invite others to serve on working committees.

Communicate with Planning Committee Members

- When you meet with the planning committee, be sure to have both Progressive Agriculture Safety Day® manuals with you for the group to look at.
- Make sure the group understands the relationship between your Safety Day and the Progressive Agriculture Safety Day® program and the importance of following the guidelines found in the program manuals.
- Do not let the planning committee make decisions that go against the guidelines found in the Progressive Agriculture Safety Day® manuals. If they do, alert the program staff immediately, as this could jeopardize your standing with the program.

- The planning committee should help you determine community specific goals and objectives for your Progressive Agriculture Safety Day®. They should help with all the decisions outlined in the Planning section of this manual.
- The planning committee should determine how discipline problems will be handled at the Safety Day. The discipline guidelines they establish should be shared with all instructors and group leaders.

Help Planning Committee Members Express Their Ideas

Your planning committee will have many decisions to make. For some decisions, a simple discussion or vote will suffice. Other issues may require brainstorming and group consensus. To facilitate group discussion, try the following technique:

1. Have group sit in a circle so that the committee members can see each other. If the group is larger than 10, divide into two smaller groups and then have each group proceed.
2. Choose one facilitator and one recorder.
3. Explain to the group that their goal is to think of as many ideas as possible, no matter how strange they may sound.
4. Have each individual write down as many ideas as they can.
5. Go around the room, asking each person to give one idea, as concisely as possible. Have the recorder write these on a chalk board or on large sheets of paper, displaying the sheets so everyone can see what has been listed.
6. Continue going around the room, until all ideas have been expressed. During this time, there should be no comments or discussion on the ideas. The goal is to come up with as many ideas as possible.
7. Next, have the group clarify any unclear items. Also, with the contributors' consent, combine any duplicate ideas.
8. Number all the items listed.
9. By secret ballot, have the group vote on the items.

This technique is just one of many ways to facilitate brainstorming and decision-making. Remember, the goal is to make sure that all committee members express their ideas.

Instructors

Many people in your local community would make excellent volunteer instructors for the sessions you've selected. Some of these may already be helping to plan your Progressive Agriculture Safety Day®. You need good instructors who know how to work with kids to have successful learning sessions. Not everyone is suited for teaching kids and being a subject-matter expert doesn't necessarily make you the best instructor. You may have better results providing a good instructor with the subject-matter materials found in the *Topics and Activities Manual*. Work closely with each instructor to ensure that your participants learn about safety and have fun at the same time.

Communicate with Instructors

- Two to three months before the Safety Day, provide the instructors with the session outline for his or her presentation and the Working with Kids chapter that is found in this manual. Discuss your local goals and objectives. Impress on them the importance of using the materials in the manual. They must adhere to the safety requirements found in each lesson plan and in the Safety and Liability chapter of this manual. Share any resource materials you have available and the appropriate pages from the Resources chapter.
- When possible, meet with the instructors two to three months before your Safety Day. It's important that they understand that the sessions must be hands-on – the children must have the chance to **DO** something. Explain that experience has shown that the quickest way to lose the participants attention is to show a video, show slides or lecture.
- Insist that speakers make the presentations age-appropriate. Presentations should tell what children should and should not do and what needs to be left to an adult.

- Give detailed information on the date, times and location of the Safety Day. When can they set-up and take-down their session? Discuss the length of their presentation and how many times it will be given. Provide them with a copy of the entire Safety Day schedule. Tell them what is expected of them when they are not teaching. Let them know when they will have lunch and other breaks.
- Tell them what resources are available at your Safety Day site. Determine what additional equipment and supplies the instructor needs and agree on who will provide them. Are there special needs such as electricity or a dark room?
- Ask if the instructor has any brochures or other items to give to the participants. If so, ask them to give the handouts to you so that the children can get them in their take-home bags instead of getting them on the learning session. Items given out during sessions tend to be dropped on the ground and/or lost.
- Make sure the instructor knows when they can set-up and take-down any props. Also, make sure they know what time they should be completely set-up.
- Check back with the instructor to see how their plans are coming.
- Call the instructor the day before the Safety Day to see if they have any last minute needs. This will also remind them of their commitment.
- Give the instructor information about your role in the Safety Day and how they can contact you. Explain the roles of others involved with the Safety Day.
- Remind the instructor of the importance of adhering to the class time limit.
- Provide them with the discipline guidelines established by the planning committee. Make sure they understand and are comfortable with the guidelines.
- If an instructor requests compensation, explain to them that Safety Day instructors work on a volunteer basis and encourage them to see if their company can reimburse them, if needed.

Group Leaders

Each small group of participants needs at least two adults or mature older youths to stay with that group the entire day. We recommend at least two people for every 10 to 15 children. With two or more leaders, one can stay with the group, while the other handles situations that might arise. Designate which person is in charge.

Group Leaders' Role

- Provide leadership for groups of younger participants
- Monitor group to assure the safety of everyone present
- Provide individual attention to participants
- Promote learning by encouraging individual participation, answering questions and reviewing key points of presentations
- Maintaining discipline within the group

Group Leaders' Responsibilities

- Make introductions
- Help children feel comfortable in the group and maintain group unity
- Direct participants through activities
- Know where all participants are at all times
- Make sure participants are in a safe location at all times, especially when viewing potentially hazardous demonstrations.
- Provide activities in case of unexpected extra time (games, songs, review, or discussion topics, etc.)
- Oversee completion of participants' evaluations, thank you notes, etc.
- Discipline group members according to discipline information provided.

Communicate With Group Leaders

- Provide group leaders with the goals and objectives of your Safety Day and the safety information found in the Safety and Liability chapter.
- Make sure they understand and are comfortable with their roles and responsibilities
- Give them detailed information on the date, times and location of the Safety Day. Provide them with a copy of the entire Progressive Agriculture Safety Day® schedule and a map of class sites if needed.
- Make sure they understand where their group is supposed to be at all times.
- Be sure they know the signal for changing sessions and the importance of staying on schedule.
- Provide them with the discipline guideline established by the planning committee. Make sure they understand and are comfortable with the guidelines.
- Call group leaders one or two days before the Safety Day to make sure they can attend. If possible, have an orientation session the day before or before registration begins at your Safety Day.
- To make their day easier, provide group leaders with a plastic bag full of useful items: Band-aids and ointment, sunscreen, bug spray, hand sanitizer, tissues, individual wet-wipes, pencils, game sheets, songs and trivia questions.

Volunteer Recognition

Make sure your volunteers check-in when they arrive. This will help keep an accurate list of who was able to help.

Provide enough volunteer with a Progressive Agriculture Safety Day® T-shirt and make sure you plan enough food and beverages so they can eat with the participants. Send a thank you letter and *Certificate of Appreciation* to everyone who helps with your Safety Day. When you can, publicly thank them through the media.

Sample Letter:
Pre-Safety Day Confirmation to Group Leaders

Date

Group Leader's Name
Street Address
City, State/Province, and Postal Code

Dear (Group Leader),

Thank you for volunteering to be a group leader for our Progressive Agriculture Safety Day® on (day of week), (month, day and year). Your role is a vital one and we're excited about your participation in the Safety Day.

During the day, groups of (? to ?) children will be rotating between (?-) minute learning sessions. You are one of two people who will be responsible for one group of children. The two of you are the participants' leaders, but others will be available to assist you if a problem arises. In case there is spare time between sessions, we encourage you to come prepared with a couple of short games or other activities to keep your group occupied.

Safety Day will be held at (place and location/address). Plan to arrive at (time) on that [day] to meet with us briefly before the Safety Day begins. Please let us know in advance if you cannot help us at the Safety Day by calling (phone number).

Thanks so much for helping out. Our Progressive Agriculture Safety Day® should be a rewarding, educational experience for all involved. (I/We) look forward to working with you.

Sincerely,

Progressive Agriculture Safety Days® Coordinator(s)

Sample Letter:
Pre-Safety Day Confirmation to Instructors

Date

Instructor's Name
Street Address
City, State/Province, and Postal Code

Dear (Instructor),

Thank you for volunteering to be an instructor for our Progressive Agriculture Safety Day® on (day of week), (month, day and year). Your role is a vital one and we're excited about your participation in the Safety Day.

During the day, groups of (? to ?) children will be rotating between (number) (?-) minute learning sessions. You are scheduled to teach (topic) (number) times during the day. (Number) of these (?-) minute sessions will be for (?- to ?- year olds) and (number) will be for (?- to ?- year olds).

Enclosed are the materials that you should use in teaching your session. These materials have been developed by national experts to assure that the children experience fun, safe, hands-on learning activities. The lessons should not be altered, except for tailoring them to the age group that you are teaching.

If you have any handouts or other items to send home with the children, please get them to (name) at (location) by (date). We want to give the participants take-home items at the end of the day. This will not only keep the participants from losing items, but will also allow them to focus their attention on the sessions being taught. We appreciate your help with this.

Safety Day will be held at (place and location/address). Volunteers will be on-site beginning at (time). Plan to arrive in time so that you can be set-up and ready to begin teaching by (time). Someone will call you soon to find out specifically what you need to facilitate your session (electricity, tables, easels, early access to your class-site, etc.).

Thank you again for generously contributing your time, energy and expertise. Working together we can improve the safety and health of children on our farms. Please let us know in advance if you cannot help us at the Safety Day by calling (name) at (phone number). We look forward to working with you.

Sincerely,

Progressive Agriculture Safety Days® Coordinator(s)

TEACHING KIDS

Teaching Tips

Attention

Attention spans vary. Younger participants will generally have shorter attention spans than older participants. Health, temperament, interest and peer pressure also affect attention spans. Watch the group for signs of restlessness. Create more interest, move on or take a short break.

Techniques to keep interest:

1. Vary your tone of voice. Be expressive.
2. Use gestures and facial expressions.
3. Use humor.
4. Involve participants. Ask for their input: what they know, their suggestions, their predictions, etc.
5. Vary the style of presenting: tell a story, give facts, ask questions, etc.

Eight to ten year olds are just beginning to read for pleasure and information. They may not have an extensive vocabulary and need simplified terms or definitions. This age group is gaining independence and responsibility. They may overestimate their abilities and underestimate risk. Often an eight- to ten-year-old will be more interested in doing “adult” jobs than the tasks or chores given to them. They need to know the reasons why they aren’t allowed to drive the tractor, use chemicals or other tasks.

All participants will vary in maturity. School-agers and early teens experience a time of wanting to be adult-like and pull away, yet not ready for the responsibilities and having times of wanting to be child-like. Stress dangers and risks. Children between eight and fourteen are often fearless and believe nothing bad can or will happen to them.

Peer Pressure and Empowerment

Most school-agers and teenagers are very peer oriented. They are likely to go along with a peer’s suggestion without thinking, or even when they know it is the wrong thing to do. Peers may dare them, tease, laugh at them or threaten them. About 50% of peer pressure involves potentially dangerous behavior.

Children and teens need to understand that their safety and the safety of others is more important than what their peers think. As well as teaching them safety, teach them empowerment. They can be taught to stand up for themselves without feeling weak or powerless. Peer pressure should be responded to in a friendly way that preserves their dignity and self-image. Have the participants brainstorm ways for responding to dares or suggestions.

Empowerment can also help participants respond to adults who may suggest something that may be dangerous. For example, a grandparent or cousin may offer a ride on a tractor or ATV.

Important Age Parameters

Children will have different abilities, physical skills and interests. You must identify these differences and allow for this variation. These are examples of various characteristics to look for:

- Children may not be clearly identifying left and right
- Children between the ages of seven and ten are still developing their speed-distance-time awareness
- Children may need to have simplified explanations of terms that are used in the lesson
- Children will not readily understand concepts like RPMs, cycles per minute and feet per second
- Children have difficulty generalizing a particular danger to another situation, use more than one example to demonstrate or illustrate a point
- Teenagers and adults should be able to handle the graphic nature of the causes of farm injuries whereas 7-12 year olds should not have an in depth level of realism
- For younger children especially, stress safe areas for play and to stay away from work areas

- Children need to have common comparisons to describe how the equipment works and why it is dangerous
- Children between ages 7 and 14 are likely to underestimate the danger and overestimate their own abilities
- Children are unable to pay attention to more than one thing
- Older school-age children are likely to be distracted and become inattentive to surroundings
- Younger children have not developed the skill of making eye contact

Several Simplified Explanations

Children will have different vocabularies that may impact your presentation if you do not allow for this variation. These are examples of various words or phrases in the chapters that may interfere with the transfer of information and instruction. Use these guides for altering your terms or providing a simplified explanation.

Animals

Danger signals: animals let us know when they are not feeling friendly. They may paw the ground, snort, lay their ears back, show us their teeth or make noises

Chemicals

Dermal poison: a poison that enters the body through the skin

Inhalant poison: a poison that enters the body through the mouth or nose when a breath is taken

Oral poison: a poison that enters the body by being eaten or swallowed

Pesticide: chemical compounds used to manage specific pests from insects (insecticide), weeds (herbicide), fungi (fungicide) to rats and other rodents (rodenticide)

Residue: traces of pesticide or other poisonous chemical

Electricity

Circuit: a path that electricity flows. The circuit is usually from the power source to an outlet or something plugged into an outlet.

Circuit Breaker: a way of stopping the electricity from going. When the circuit is broken, an electrical line no longer has electricity going through it.

Conductor: any item that electricity can flow through. Good conductors are water, trees, metal (such as a car), people and animals.

Downed power line: a power (electrical) line that has been ripped apart and is falling into the air or onto a tree, car, piece of equipment, the ground, etc.

Electrocuted: to die from having electricity pass through the person

Ground: the body (such as the earth) that completes an electrical cycle. When electricity goes into the ground, it will stay in the ground. When electricity is going through a line that is lying on the ground, some electricity will go into the ground but some is still in the line ready to go through anything that touches it.

Grounding: completing an electrical circuit so it won't hurt anyone

Guy Wire: the wire that keeps the pole from falling over

Hot Wire: the wire that has electricity going through it

Insulated: electrical like that has been covered with a material that keeps the electricity inside

Lethal amount of current: enough electricity to kill a person

Path to Ground: electricity goes through a good conductor to the ground. If an electrical line falls on a car, electricity travels through the car and into the ground. If you step out of the car, and put one foot on the ground and your other foot or a hand is on the car, the electricity will go through you. This can be deadly!

10 foot Rule: everything should be kept 10 feet away from any power line

Farm Equipment

Abrasion: is a scrape or scratch injury

Cuts per second: how often a blade cuts during a second (one second is one tick on a clock)

Disc blade: sharp circular blade

Hydraulic power: power produced from the pressure of forcing liquid. When you blow (forcing) water through a straw, the water has power and will push a ping-pong ball across a table. Hydraulic power uses liquid that is “blown” or forced at a very great speed.

PTO: Power Take Off Shaft runs equipment at very high speeds. Use common comparisons such as a mixer, blender or garbage disposal and stress that the PTO runs much faster and is much more powerful.

Reciprocating cutters: cutters that move back and forth, usually very quickly

Revolutions per minute: a way of describing how fast something is turning. For example, you can count how many times a merry-go-round goes around in one minute and that would be its revolutions per minute or rpms.

Rotary blades: turning around a central point, such as blades on a lawn mower

Grain

Avalanche: the sudden collapse

Being immersed or submerged: being completely covered by flowing grain

Force of grain can be extremely large: grain can press very powerfully on a person and make it difficult to move. When more grain flows around a person, the pressure is so powerful that the person can't be pulled out easily or not at all.

Grain mass restricts air: The reason we breathe is to give our bodies fresh oxygen and breathe out carbon monoxide. When a person is covered in grain, the person will be breathing the same air in and out. Every time the person breathes, there will be less oxygen and more carbon monoxide in the air. Soon there won't be enough fresh oxygen for the person's body to keep working right.

Grain pressure restricts breathing: when a person is covered in grain up to their chest, the grain will press in on their chest and make it difficult to breathe. When you breathe, your chest moves in when you breathe in and out when you breathe out. The pressure of the grain will not allow the chest to move in so you can breathe more air. (Ask participants to put their hands on their chests, press, and try breathing in and out.)

Rendered helpless: made helpless

Roadway

Roadway: roads, streets, or other places used by cars and other vehicles

Pedestrian: anyone walking outside, especially along roadways

Fatal/nonfatal: resulting in death/not resulting in death

Reflective clothing: clothing that has been specially treated to reflect light. Not all orange clothing is reflective.

Eye contact: two people look at each other in a way that each knows the other person is there

Designated crosswalk: an area that crosses a road or street marked with white lines to walk between and has a posted pedestrian sign, blinking light or traffic lights to alert traffic

Sun

Epidermis: the outer layer of skin

Dermis: the layer of skin that is under the outer layer

SPF: Sun Protective Factor, how much protection the sunscreen provides. The larger the SPF results in more protection. A minimum SPF 15 sunscreen is recommended.

Sunburn blister: a bubble or bubbles on the skin that look like they might have water inside

Ultraviolet rays: the rays of the sun that damage our skin

Childhood Growth and Development

A Guide for Parents with Children 7 to 16 Years Old

This guide provides information for parents to assist them with a basic understanding of their child's growth and development. A key to injury prevention is matching a child's development, supervision, and a task with their developmental capabilities.

Every child will physically grow, learn to think, and develop emotionally at their own pace. A child's development is influenced in many ways. A child's family background, peers (friends), and education influence their growth and development. Consider each child's unique growth and development. The age ranges for development and how you can prevent injury may overlap across ages depending on the individual development of the child.

Age: 7 to 9 Years	
How Parents can Prevent Childhood Injury	Why Parents need to Consider Growth and Development
Show and tell a child how to do a task each time you want a task done.	<ul style="list-style-type: none"> • Children learn a task by seeing how it is done. • Children cannot easily remember task skills time to time.
Give children short easily completed tasks.	<ul style="list-style-type: none"> • Poor eye-hand coordination and lack of small muscle (fingers) skills may impact quality of work. • A 12-15 minute attention span, impulsive behavior, and tendency to be easily distracted puts a child at risk for injury if a task is too long. • Children have boundless energy, but tire quickly. • Successful task completion helps a child develop responsibility.
Avoid tasks that require a quick response (e.g. equipment with moving parts, animals that kick).	<ul style="list-style-type: none"> • Children have slow reaction time increasing their risk for injury around equipment with moving parts
Set and enforce consistent rules, role model safe behavior, and provide close supervision.	<ul style="list-style-type: none"> • Children learn safe practices by watching other people's behavior. Consistent rules and close supervision ensure safety.

Age: 10 to 11 Years	
How Parents can Prevent Childhood Injury	Why Parents need to Consider Growth and Development
Show and tell a child each time how to do a task.	<ul style="list-style-type: none"> • Children learn a task by seeing how it is done. • Children cannot easily remember task skills from time to time.
Set and enforce consistent rules, and provide close supervision to ensure safety.	<ul style="list-style-type: none"> • As children become more independent and peers become more important, their confidence and desire for independence does not necessarily reflect an ability to complete a task. • Children lack a sense of awareness of their surroundings requiring close supervision.
Give children tasks of short duration.	<ul style="list-style-type: none"> • Attention span is about 20 minutes.
Limit tasks that put excessive strain on joints, such as heavy, repetitive lifting. This is especially important for girls as they begin puberty and experience their growth spurt.	<ul style="list-style-type: none"> • During a child's growth spurt, rapid growth decreases a child's flexibility putting a child at greater risk for sprains and strains.

Age: 12 - 14 Years	
How Parents can Prevent Childhood Injury	Why Parents need to Consider Growth and Development
Show and tell an adolescent how to do a task.	<ul style="list-style-type: none"> Adolescents continue to learn a task best by seeing how it is done.
Set and enforce consistent rules.	<ul style="list-style-type: none"> As peers become more important, adolescents may attempt unsafe tasks to get approval from their peers.
Consistently role model safe behavior and provide adequate supervision.	<ul style="list-style-type: none"> Rebellious, risk taking behavior and perception of immortality puts adolescents at risk for injury. Adolescents may choose not to wear personal protective equipment because it does not look good or because peers are not wearing it.
Reassess task assignments frequently.	<ul style="list-style-type: none"> While adolescents are adjusting to their rapidly growing bodies, they can become clumsier and less coordinated than before. Tasks that were once easy may become more difficult Adolescent behavior can be unpredictable. Adolescents' lack of attention and thinking only of themselves affects safe behavior.
Limit tasks that put excessive strain on joints, such as heavy, repetitive lifting.	<ul style="list-style-type: none"> During a child's growth spurt, rapid growth decreases a child's flexibility putting a child at risk for sprains and strains.

Age: 15 to 16 Years	
How Parents can Prevent Childhood Injury	Why Parents need to Consider Growth and Development
Show and tell continues to be an important teaching method.	<ul style="list-style-type: none"> Adolescents continue to learn a task best by seeing how it is done. Adolescents are becoming better at thinking through situations.
Assign tasks slowly increasing the complexity of tasks.	<ul style="list-style-type: none"> Certain tasks become easier and quality of work is better as strength and coordination improves.
Limit tasks that put excessive strain on joints, such as heavy repetitive lifting.	<ul style="list-style-type: none"> Boys may still be going through rapid growth and may be clumsy. During a child's growth spurt, rapid growth decreases a child's flexibility, putting a child at risk for sprains and strains.
Increase supervision, as tasks become more complex.	<ul style="list-style-type: none"> As adolescents struggle between adulthood and childhood, behavior may become unpredictable.
Set and enforce consistent rules.	<ul style="list-style-type: none"> Rebellious, risk taking behavior and perception of immortality puts the adolescent at risk for injury.

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Adapted from materials by National Children's Center for Rural and Agricultural Health and Safety, Marshfield Clinic, 1000 North Oak Avenue, Marshfield, WI 54449-5790, Phone: 1.800.662.6900, www.nagcat.org (click on "Resources")

SAFETY/LIABILITY

Safety and Liability

A number of farm incident simulations are used in Progressive Agriculture Safety Day® programs. The objectives of these simulations are:

- To show participants how quickly and intensely these incidents occur.
- To leave a lasting impression on participants so they learn to respect farm hazards.

These simulations sometimes create dangerous situations. Every effort must be made to minimize dangers to both participants and presenters during these portions of the program. Practice what you preach by preventing incidents from occurring!

Appoint a Safety Committee

As the Safety Day Coordinator, it is your responsibility to ensure that all participants are safe during the Safety Day. You will be so busy before and during the Safety Day that you will not be able to do this alone. Appoint a safety chairman and committee. Their only role should be to always assess the safety of what's being discussed or done and take the necessary steps to assure safety. They should keep the following list of safety guidelines with them on the day of the Safety Day. In addition, they should carry a copy of the safety requirements for each safety session being taught at your Safety Day.

Safety Guidelines

The following guidelines have been developed to prevent hazardous situations:

- Make a safety survey of the site one week before and the day before the Safety Day. Correct any potentially hazardous situations (holes in ground, wasp or fire ant nests, piles of wood or metal, poor lighting, etc.)
- Meet with group leaders and instructors before the Safety Day to go over safety guidelines (or mail a copy of the guidelines)
- Introduce safety staff at the beginning of the program and explain their duties
- Consider having a special hat or vest for safety committee members
- Be sure all volunteers/instructors/group leaders know that safety committee members have the authority to enforce safety guidelines
- Make sure all presenters know and follow the proper procedures to conduct their demonstrations in a safe manner
- Maintain a staffed "headquarters" area the day of your event. Keep a copy of your registration and release forms in this area so that they are available in emergencies. DO NOT take the originals to the event. Forms have been lost during Safety Days.
- Chock wheels on all equipment used in demonstrations and remove keys from tractors, lawn mowers, etc.
- Ensure that adequate safety zones are set up around the demonstrations. Keep participants a suitable distance away from hazardous materials or situations. This can be accomplished by roping areas off with safety cones or stakes and rope or hazard tape.
- Ensure that all demonstrations are secured when not in use so that they pose no hazard to participants
- Stop any demonstration that is not being conducted in a safe manner
- Stress to participants throughout the program that these demonstrations are dangerous and are not to be tried at home
- Stop participants who behave in a manner that presents a hazard to themselves or others
- Continually patrol the Safety Day grounds watching for unsafe situations
- Make sure first aid supplies and trained medical personnel are available at all times and that volunteers and participants know where they're located

- Ensure that fire extinguishers are available and operable and that volunteers and participants know where they're located
- Ensure that all exits are unblocked and accessible
- Carry a cell phone (if one works in that location) and know the location of the nearest telephone
- Develop a severe weather plan and a way to implement it
- If meeting indoors, alert staff to fire evacuation routes
- In the event of a minor injury or illness, have someone assigned to drive an injured participant to the nearest clinic or emergency room
- In the event of more serious situations, call for an ambulance to respond and provide care and transportation
- Have emergency contact numbers for EVERY participant
- Develop a plan to assure that people not involved in the Safety Day do not have access to the participants
- In some locations, it may be necessary to develop a check-in and check-out system for the participants

Liability Insurance

The Progressive Agriculture Foundation has taken out an excess medical and liability insurance policy on your Safety Day and will pay the premium for you. This policy covers the participants, all volunteers, and the facility. It also pays any medical costs not paid for by the participant or volunteer's private insurance. The policy goes into effect when people arrive to set-up the facility and continues while they are on-site until the end of the day. It does not cover incidents that occur while traveling to and from the event location. It does NOT cover children while they are being bussed to or from the site.

Progressive Agriculture Safety Day® 2016 Coordinator Guidelines for Guarding Against Abuse and/or Sexual Harassment

The Progressive Agriculture Foundation wants to ensure that the children and adults who participate in or plan a Progressive Agriculture Safety Day® are protected from danger (including abuse and harassment) while participating in and/or planning a Progressive Agriculture Safety Day®. Because of the growing concern about child abuse by those who provide services for them, the Progressive Agriculture Foundation program staff continually monitors current legislation and trends in volunteer screening.

One of the key indicators that screening is necessary is potential risk. Because Progressive Agriculture Safety Days® are typically once-a-year, one-day, highly visible public and/or school-related events, there are steps that the Safety Day coordinator and planning committee members can take to diminish potential risk. If these Risk Reduction Guidelines are met, the Progressive Agriculture Safety Day® program should not require screening of its local volunteers. [Note: These guidelines are designed not only to protect individuals from abuse, but also to protect volunteers from being falsely accused.]

A. Definitions:

1. A *minor* is defined as anyone under the age of 18 (or under the age of consent in the state, territory or province where the Safety Day is being held).
2. An *adult* is defined as a person aged 18 or older (or over the age of consent in the state, territory or province where the Safety Day is being held).
3. A *coordinator* is defined as the community volunteer who has for the current year been trained by Progressive Agriculture Foundation staff and has agreed to conduct and accept the responsibilities associated with conducting a Progressive Agriculture Safety Day® for their community. (These responsibilities are located on the current year's *Coordinator Responsibilities Form* and the current year's *Coordinator Agreement Form*.) Coordinators may be minors or adults.
4. A *volunteer* is defined as a community member who helps conduct the Safety Day by completing one or more duties associated with their communities Safety Day, such as planning, logistics, speaking, teaching, serving as a group leader, preparing and/or serving meals and snacks, registering participants, clean-up, etc. Volunteers may be minors or adults.
5. *Physical abuse* is non-accidental injury, whether or not serious, that is intentionally inflicted upon a minor.
6. *Verbal abuse* is defined as any language whose intent is to demean, humiliate, threaten or punish a minor.
7. *Sexual abuse* is any contact of a sexual nature that occurs between a minor and an adult. This includes any activity that is meant to arouse or gratify the sexual desires of an adult.
8. *Sexual harassment* is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. (Examples could include, but are not limited to, sexually-oriented kidding, joking, or flirting; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, touching, or pinching, against another's body; or displaying objects or pictures, including electronic images, which are sexual in nature.)

B. Risk Reduction Guidelines

The following guidelines are designed to eliminate, to the fullest extent possible; physical, verbal and sexual abuse/harassment. It is the responsibility of the Safety Day coordinator to make sure the following guidelines are implemented.

1. Before planning, conducting or participating in a Progressive Agriculture Safety Day, all volunteers must:
 - a. Receive a copy of the *Progressive Agriculture Safety Day® Code of Conduct for Volunteers*, preferably several weeks before the Safety Day. This allows you to find a replacement if the volunteer does not agree to the Code of Conduct.
 - b. Sign a copy of the *Progressive Agriculture Safety Day® Code of Conduct for Volunteers -- Agreement* and return it to the Safety Day coordinator or the person they designate before the beginning of the Safety Day. For last minute volunteers, be sure to have extra copies of the Code of Conduct and the agreement form at the Safety Day.
2. Any person with a known criminal history of abusing children (physically, verbally or sexually) shall not be allowed to help plan, conduct or evaluate a Safety Day. This person is not allowed on the property during a Progressive Agriculture Safety Day®.
3. All minor participants and volunteers must have a Release and Consent Form signed by their parent or guardian before they can participate in a Progressive Agriculture Safety Day®.
4. A minor should never be alone in the presence of one (1) adult or older teen. Where possible have separate restroom facilities for adults and older teens. Another precaution would be to have two volunteers stationed in places where children might be alone with a volunteer, for example in restrooms. In instances where a volunteer is suddenly alone with a minor, they should immediately go to a location where they are visible by others.
5. A minimum of two (2) adult volunteers should be on-site any time minors are present, whether at the Safety Day or during planning, set-up, clean-up and/or evaluation of the event.
6. Gender-specific facilities (such as restrooms with stalls or portable potty's) should be available for children to change into their Safety Day t-shirts in private. These locations or areas should be staffed by at least two of the same-sex volunteers. Separate changing facilities should be available for adults.
7. Minors should not be allowed to leave the Safety Day, unless they are released to a parent, legal guardian, person designated in writing by the parent/guardian, or in the case of a school Safety Day, to their school appointed leaders. For community Safety Days, add a line to the registration form asking who the minor is allowed to leave the Safety Day with.
8. At the end of the event, a minimum of two (2) adult volunteers must remain until all minors are picked up by their parent, legal guardian, person designated in writing by the parent/guardian, or in the case of a school Safety Day, to their school appointed leaders.
9. All adult and teen volunteers should dress appropriately. Shirts and shoes are required. Low-cut tops, tops that show bare midriffs, short-shorts and excessively low-cut pants should not be worn. Pants should fit or be belted so that they do not ride down.

C. Local, State, Provincial, Organizational or Other Volunteer Guidelines

If you are required by local, state, provincial, organizational or other laws or guidelines to conduct screening on the volunteers who work with your Safety Day, these laws or guidelines must be implemented.



Progressive Agriculture Safety Day® 2016 Code of Conduct for Individual Volunteers

During the Safety Day or while working with minors to plan, set-up, clean-up and/or evaluate the Safety Day I agree to the following requirements. I understand that these are required not only to protect minors, but to protect me from possible undeserved accusations.

1. I will not use, possess, be under the influence of alcohol, illegal drugs or any substance used for its intoxicating effects.
2. I will not provide any of the items mentioned in number 1. to minors.
3. I will refrain from smoking and other uses of tobacco.
4. I will dress appropriately. (Shirts and shoes are required. Low-cut tops, tops that show bare midriffs, short-shorts and excessively low-cut pants are not appropriate. Pants should fit or be belted so that they do not ride down.)
5. I will not administer over-the-counter or prescription medications to a minor. This must be done by a health professional or person designated by the coordinator.
6. I will speak to minors in a respectful manner and will not speak in a way that is harsh, demeaning or abusive.
7. I will not discipline a minor physically. If a verbal reprimand does not result in acceptable behavior, I will refer the problem to the Safety Day coordinator.
8. I agree to refrain from using inappropriate language/humor in the presence of minors -- no a) swearing, b) racial, sexist or ethnic comments, jokes or conversations, and c) comments regarding a physical body and its development.
9. I will not bring or access any sexually oriented materials during the Safety Day.
10. Sexual harassment of minors or volunteers will not be tolerated. Behavior that can be considered sexual harassment includes: a) sexual flirtations, advances, or propositions, b) any unwanted affection or physical contact (which includes tickling, wrestling, piggyback rides, massage, back scratching, etc.)
11. I will not put myself in a position where I am alone with a minor. If I find myself alone with a minor, I will immediately go to a location where I am visible to others.
12. I understand that photographs, audio and/or videos of participants may not be permitted by some parents. I will use caution and work with the Safety Day Coordinator(s) to identify these participants and assure I do not take nor use photographs, audio and/or video of those participants on social media, websites, print media and/or promotional materials for both myself and the organization I represent.

This *Progressive Agriculture Safety Day® Code of Conduct for Volunteers* is to be given to all volunteers who participate in a Progressive Agriculture Safety Day®. A signed *Code of Conduct for Volunteers Agreement* must be returned to the lead Coordinator or their designee before an individual can work with minors to plan, conduct or evaluate a Safety Day.



Progressive Agriculture Safety Day®
**2016 Code of Conduct for Individual
Volunteers -- Agreement Form**

Instructions: Please complete the following form and return it to the Safety Day Coordinator before the beginning of the Safety Day.

Name _____

Home Address _____

Home Phone _____

Preferred Phone _____

Employer _____

Work Address _____

Work Phone _____

By signing this form I acknowledge that:

1. I have received and read a copy of the Progressive Agriculture Safety Day® *Code of Conduct for Volunteers* and agree to conduct myself according to this Code.
2. If I see or hear violation(s) of these requirements I will inform the Safety Day coordinator. If the violation(s) is by the coordinator, I will report this to the Chief Executive Officer for the international Progressive Agriculture Safety Day® program at 1-888-257-3529 or 205-305-3449.

Signature of Volunteer _____

Date _____



Progressive Agriculture Safety Day®
**2016 Code of Conduct for Volunteers --
Employer/Organization**

During the Safety Day or while working with minors to plan, set-up, clean-up and/or evaluate the Safety Day I agree to the following requirements. I understand that these are required not only to protect minors, but to protect me from possible undeserved accusations.

1. I will not use, possess, be under the influence of alcohol, illegal drugs or any substance used for its intoxicating effects.
2. I will not provide any of the items mentioned in number 1. to minors.
3. I will refrain from smoking and other uses of tobacco.
4. I will dress appropriately. (Shirts and shoes are required. Low-cut tops, tops that show bare midriffs, short-shorts and excessively low-cut pants are not appropriate. Pants should fit or be belted so that they do not ride down.)
5. I will not administer over-the-counter or prescription medications to a minor. This must be done by a health professional or person designated by the coordinator.
6. I will speak to minors in a respectful manner and will not speak in a way that is harsh, demeaning or abusive.
7. I will not discipline a minor physically. If a verbal reprimand does not result in acceptable behavior, I will refer the problem to the Safety Day coordinator.
8. I agree to refrain from using inappropriate language/humor in the presence of minors -- no a) swearing, b) racial, sexist or ethnic comments, jokes or conversations, and c) comments regarding a physical body and its development.
9. I will not bring or access any sexually oriented materials during the Safety Day.
10. Sexual harassment of minors or volunteers will not be tolerated. Behavior that can be considered sexual harassment includes: a) sexual flirtations, advances, or propositions, b) any unwanted affection or physical contact.
11. I will not put myself in a position where I am alone with a minor. If I find myself alone with a minor, I will immediately go to a location where I am visible to others.
12. I understand that photographs, audio and/or videos of participants may not be permitted by some parents. I will use caution and work with the Safety Day Coordinator(s) to identify these participants and assure I do not take nor use photographs, audio and/or video of those participants on social media, websites, print media and/or promotional materials for both myself and the organization I represent.

This Progressive Agriculture Safety Day® Code of Conduct for Volunteers is to be given to all volunteers who participate in a Progressive Agriculture Safety Day®. A signed Code of Conduct for Volunteers Agreement must be returned to the lead Coordinator or their designee before an individual can work with minors to plan, conduct or evaluate a Safety Day.



Progressive Agriculture Safety Day®
**2016 Code of Conduct for Volunteers --
Employer/Organization Agreement Form**

Instructions: Please complete the following form and return it to the Safety Day Coordinator before the beginning of the Safety Day.

Name of Authorized Representative _____

Employer/Organization _____

Number of employees/members participating in the Safety Day _____

Work Address _____

Preferred Phone _____

By signing this form I acknowledge that:

1. I have received and read a copy of the Progressive Agriculture Safety Day® *Code of Conduct for Volunteers*.
2. The employer/organization that I represent has a Code of Conduct in place that covers the same points as the Progressive Agriculture Safety Day® Code of Conduct for Volunteers.
3. All of our employees have agreed to abide by our Code of Conduct as a part of their employment/membership.
4. I will take the responsibility to see that there are no violations of our Code.
5. If I become aware of violation(s) of these requirements I will inform the Safety Day coordinator. If the violation(s) is by the coordinator, I will report this to the Chief Executive Officer for the international Progressive Agriculture Safety Day® program at 1-888-257-3529 or 205-305-3449.

Signature of Employer/ Organization Authorized Representative

Date _____

PUBLICITY

Publicity

Publicity, if used correctly, can help your Progressive Agriculture Safety Day® in the following ways:

- Increase awareness of the need for farm safety
- Inform others of youth farm injuries and fatalities
- Provide information on the event and its purpose
- Generate interest in attendance
- Encourage contributions
- Increase volunteer participation and community involvement

For community and family Safety Days, publicity can be used to urge parents to register. For school Safety Days, publicity can be used to alert the media for possible coverage. What you want to accomplish will determine what type of publicity you want to use.

IMPORTANT:

1. Please complete the **Information Form** by March 15th. *Progressive Farmer* magazine and our international and state/provincial sponsors use this information to publicize your event.
2. Don't forget that your Safety Day must be called a Progressive Agriculture Safety Day®.

International and National Coverage

We will list your Progressive Agriculture Safety Day® in the pages of *Progressive Farmer* magazine. In addition, we send press releases to newspapers, radio and television stations in major cities across the U.S., Canada, the U.S. Virgin Islands and American Samoa. For us to do this, you must return the **Information Form** by March 15th.

Newspapers

Find out which reporter or editor assembles the newspaper's local community announcement calendar. To ensure proper timing of the news releases, contact your local paper for daily or weekly deadlines. Also, a friendly call to the editor may result in a beneficial article on the upcoming event or on-site news coverage of the Safety Day. Provide them with a news release and any other supporting information. Sample news releases are provided in this chapter.

NOTE: A list of our international and state/provincial sponsors will be placed on the website as soon as the list is finalized. **Please include our program sponsors (especially those that are One-Star or higher) in all media coverage.** Without their support, we will not be able to continue this program.

Radio

Identify which radio stations in your area best reach your target audience (families with children). Find out what their policy is on accepting Public Service Announcements (PSAs). How long would they run them prior to registration? Sample PSAs are included in this chapter.

Radio interviews are also an excellent means of getting information to the public. Send local farm broadcasters a PSA. Call them and offer to be interviewed about the event. If you're not comfortable being interviewed, send someone who is. Remember to credit international, state/provincial and local sponsors in the interviews if possible.

Television

Contact the news department of television stations that cover your area. Ask if you can send them a news release and a PSA for their community events calendar. Invite them to cover your event. Try to help the assignment editor paint a mental picture of what will be going on at your event. Television news requires strong action shots. There will be plenty of video opportunities at your Safety Day. Offer to be interviewed about your Safety Day on talk shows. If you're not comfortable being interviewed, send someone who is.

Posters

Put up posters in schools, churches, malls, stores, anywhere that potential participants or their parents might see them. You can design your own copy-ready posters publicizing your Progressive Agriculture Safety Day®. Simply go on-line to the coordinators section of the website and look under Program Documents, then Posters and Certificates. These duplicate equally well in color or black-and-white on 8.5 X 14 paper. You can duplicate as many and you want for use in your community.

Flyers

Flyers can be distributed at local grocery stores, grain elevators, banks, restaurants, doctor's offices, tractor supply stores, local convenience stores, veterinarian offices and implement dealers. Hand out flyers at schools and distribute them in 4-H newsletters.

The copy-ready logos you receive can be used as desired to prepare flyers for your specific Safety Day. We recommend using the same information that you use on your posters. If not part of your flyer, attach registration and *Release and Consent Forms* when you distribute them.

Community Organization Newsletters

Contact community organizations to find out if you can publicize your event in their member newsletters or bulletins. Church bulletins, 4-H newsletters or school newspapers are all good sources of additional publicity. Banks, veterinarians, cooperatives, etc. will sometimes include community service information when they send out statements. Contact each organization to determine their deadlines and in what form they would like to receive your information.

Parades

Take advantage of any parades or festivals prior to the Safety Day itself. Floats can depict Progressive Agriculture Safety Day® demonstration sessions and remind the community of the upcoming event.

Logos, Letterhead, Etc.

Logos and program letterhead can be found on-line. These are for you to use as needed.

**Sample Letter:
Publicity to Local Businesses**

Date

Doctor, Farm Business or Other Agriculture-Related Resource
Street Address
City, State/Province, and Postal Code

Dear [Community Person]:

As you know, the farm is many things to rural children. It's their home, their playground and a place where they help with chores. The farm also has special hazards associated with it. To help children recognize these hazards, and promote safety on the farm, [organization] is sponsoring a Progressive Agriculture Safety Day®.

At the Safety Day, participants will learn about the potential dangers on the farm such as [list your topics here]. Demonstrations and other activities are planned to help reinforce farm safety rules.

If you have clients whose children may benefit from farm safety education, please encourage them to take part in this Safety Day. It will be held [day of week, month, year], from [start time to finish time] at [location]. Enclosed is a [poster/flyer] that tells more about the Safety Day. Please feel free to post it.

Thank you for your time and support. [I/We] can be reached at [phone numbers] for more information.

Sincerely,

Progressive Agriculture Safety Day® Coordinators

Enclosure

Sample Letter:
Publicity with Community Political Leader

Date

The Honorable [Political Leader]
[Title]
Street Address
City, State/Province, and Postal Code

Dear [Political Leader]:

[Sponsoring organization] will sponsor a Progressive Agriculture Safety Day® on [day of week, month, year]. The goal of this Safety Day is to help prevent tragic deaths and disabling injuries on farms through safety education targeted at rural children.

The Safety Day is focusing on [?- to ?- year old] children who live on or visit farms. We will have several qualified instructors on hand to present information and give demonstrations on various farm safety topics, including [list your topics here].

You are cordially invited to attend this event, which will be located at the [building and/or location] from [start time to finish time]. Please contact [me/us] at [phone numbers] if you would like to attend the event or if you would like further information.

With your support and that of our community, we how to make a difference in the health and safety of agriculture's most precious resource, our children.

Sincerely,

Progressive Agriculture Safety Day® Coordinators

Sample News Releases

The following examples of press releases are presented in chronological order as you will probably use them to publicize your Progressive Agriculture Safety Day®. These are just sample press releases and should be used only as guidelines. Change the wording to fit your specific Safety Day. Remember to date the release and provide the name and phone number that an editor can call for more information on the event.

**First News Release:
Three Weeks Before Registration is Due/Before Safety Day**

For Immediate Release
_____ [date] _____

Contact: _____ [name] _____
_____ [phone number] _____

PROGRESSIVE AGRICULTURE SAFETY DAY® PLANNED

A Progressive Agriculture Safety Day® for children ages [? to ?] is being planned for ___ [day of week] _____, _____ [month/date] _____, at _____ [location] _____, from _____ [start time to finish time] _____. The event is being conducted by _____ [hosting organization] _____ in conjunction with the Progressive Agriculture Foundation. According to _____ [name] _____, coordinator of the event, children often see farm and livestock operations as exciting playgrounds providing endless hours of fun and adventure. But these facilities and the livestock and equipment on them can also set the stage of tragedy.

Each year, many children are killed or injured on America’s farm and ranches. According to _____ [name] _____, “This summer, Safety Days such as the one being hosted by _____ [organization] _____ are being held in _____ [number] _____ locations across the U.S., Canada, the U.S. Virgin Islands and American Samoa to teach rural children how to prevent injuries and reduce the risk of farm incidents.” During the Safety Days, children participate in interactive activities that reinforce the importance of taking responsibility for their own safety, respecting parents’ safety rules and sharing safety tips with their family and friends.

Hands-on demonstrations teach participants lifesaving first aid techniques and reveal the hidden hazards of farm surroundings. Demonstrations focus on farm hazards associated with _____ [list your topics here] _____.

-more-

Progressive Agriculture Safety Day®/Add One

International, state/provincial and local sponsors of the Safety Days hope participants will maintain a healthy respect for farm hazards throughout their lives, and that, ultimately, the numbers of deaths and injuries among rural children will decline. Progressive Agriculture Safety Days® are sponsored by ____[list international, state/provincial and local sponsors]____.

The Safety Day program allows community leaders to structure a Safety Day that covers basic farm safety issues and first aid, as well as addressing specific local needs. Local farmers, manufacturers and merchants donate their time and equipment to ensure that each Safety Day is a fun and valuable learning experience.

Parents can register their children to participate in the Safety Day by calling ____[contact name]____ at ____[phone number]____. Registrations must be received by ____[date]____. A ____[\$ amount]____ registration fee for the event covers lunch, snacks, a take-home bag and a Safety Day T-shirt.

#

**Second News Release:
Two Weeks Before Registration is Due/Before Safety Day**

For Immediate Release
_____ [date] _____

Contact: _____ [name] _____
_____ [phone number] _____

PROGRESSIVE AGRICULTURE SAFETY DAY® TO TEACH LOCAL CHILDREN BASICS OF FARM SAFETY

For many children, the farm is a home, a playground and a place where they do chores. Teaching them how to take some of the responsibility for their own safety on the farm is the subject of an upcoming _____ [community name] _____ event. _____ [Hosting organization(s)] _____, in conjunction with the Progressive Agriculture Foundation, will present a Progressive Agriculture Safety Day® on _____ [day of week] _____, _____ [month/date] _____ at _____ [location] _____ from _____ [start time to finish time] _____.

Through hands-on activities, Safety Day participants will learn how to prevent farm incidents and how to reduce the extent of injuries if incidents do occur. Scheduled speakers and interactive demonstrations will reinforce the importance of children taking responsibility for their own safety, respecting parents' safety rules and sharing safety tips with their family and friends.

Many _____ [community name] _____ community members are contributing their knowledge to this learning experience. _____ [Doctor, nurse or EMT – name] _____ of _____ [organization] _____ will demonstrate lifesaving first aid techniques. _____ [Implement dealer] _____ will demonstrate farm machinery safety. And _____ [name] _____ of _____ [name] _____ will discuss _____ [topic] _____. Other local instructors and sponsors include _____ [list names and organizations] _____.

Safety Day sponsors hope that the children who attend the Safety Day will maintain their new safety attitudes and safe farm behaviors throughout their lives. Ultimately, they hope to see a reduction in the rate of deaths and injuries among children on the farm.

-more-

Progressive Agriculture Safety Day®/Add One

This Progressive Agriculture Safety Day® is sponsored by _____ [list international, state/provincial and local sponsors].

Parents can register their children to participate in the Safety Day by calling _____ [contact name] at _____ [phone number] _____. Registrations must be received by _____ [date] _____. A _____ [\$ amount] _____ registration fee for the event covers lunch, snacks, a take-home bag and a Safety Day T-shirt.

###

**Third News Release:
One Week Before Registration is Due/Before Safety Day**

For Immediate Release
_____ [date] _____

Contact: _____ [name] _____
_____ [phone number] _____

THERE'S STILL TIME TO MAKE FARM SAFETY REGISTER WITH YOUR CHILDREN

Power takeoff entanglement, grain suffocation, chemical burns and getting stepped on by farm animals – do you want your children to think these are all in a day on the farm?

The coordinator of a Progressive Agriculture Safety Day® being held next week in _____ [community] _____ believes rural parents can do more to ensure that farm incidents don't become part of their kids' childhood memories. According to _____ [coordinator name] _____ of _____ [home community] _____, one way to start is by having their _____ [?- to ?-] _____ year-old children attend _____ [organization's] _____ Progressive Agriculture Safety Day® scheduled for _____ [day of week] _____, _____ [month/date] _____, at _____ [location] _____, from _____ [start time to finish time] _____.

The Safety Day is designed to increase children's awareness of a wide variety of farm hazards, as well as providing them with hands-on, first aid training to help them or someone else survive a farm incident should one occur. This Progressive Agriculture Safety Day® is sponsored by _____ [list international, state/provincial and local sponsors] _____.

Parents can register their children to participate in the Safety Day by calling _____ [contact name] _____ at _____ [phone number] _____. Registrations must be received by _____ [date] _____. A _____ [\$ amount] _____ registration fee for the event covers lunch, snacks, a take-home bag and a Safety Day T-shirt.

###

**Fourth News Release:
Day After Safety Day**

For Immediate Release
[date]

Contact: [name]
[phone number]

PROGRESSIVE AGRICULTURE SAFETY DAY® DRAWS [#] OF CHILDREN

According to [name], [#] of [community or county] children learned how to identify and deal with hazards on the farm on [date]. [Hosting organization's] Progressive Agriculture Safety Day® drew children ages [? through ?] from throughout the community for a [half-day/day long] session on how to take responsibility for their own safety, respect parents' safety rules and share safety tips with their family and friends, said [coordinator] of [place], coordinator of the event.

Hands-on experiences led by local community members taught Safety Day participants lifelong farm safety lessons. Over time, [coordinator] said [he/she] hopes that by sharing and applying the lessons learned at the Safety Day, participants will help to reduce the number of rural children who die or are injured in farm incidents. The Progressive Agriculture Safety Day® was sponsored by the Progressive Agriculture Foundation and its sponsors: [list international and state/provincial sponsors].

[Coordinator] said the Safety Day's success is due in large part to the generous support of many local organizations and volunteers. The following individuals assisted at the Safety Day in presenting farm safety: [list names and home towns alphabetically]. The following area businesses and organizations provided money, services or equipment to support the Safety Day: [list local sponsors alphabetically].

-more-

Progressive Agriculture Safety Day®/Add One

 [Organization] has already decided to conduct another Progressive Agriculture Safety Day® [later this year/ next summer]. Individuals interested in serving as volunteers for the Safety Day in the future or businesses and organizations interested in supporting the event can call [name] at [phone number] for further information.

#

Sample Public Service Announcements

The following sample public service announcements (PSAs) are to be used as guidelines and can be read live or recorded. Check with your local radio and television stations to see what they can use.

30-Second Radio PSA

Rolling green acres, tractors in the field and the happy chatter of children playing around a barn – signs that summer is once again upon us. In a child's eyes, farms can appear an idyllic playground, but they can also set the stage of tragedy. To help make sure your children don't become part of an unfortunate farm safety statistic, register them today to attend [organization's] Progressive Agriculture Safety Day®. The Safety Day will be held [day of week], [month/date] at [location]. Call [contact name] at [phone number] to register. Again, that's [repeat number]. Please, don't let your child miss what could be the opportunity of a lifetime.

#

15-Second Radio PSA

The farm can be both an idyllic playground and a maze of hazards for children. A Progressive Agriculture Safety Day® will be held [day of week], [month/date] at [location]. Call [contact name] at [phone number] to register your children today. Don't let them miss what could be the opportunity of a lifetime.

#

10-Second Radio PSA

Would your children know how to react to a farm incident? Could they prevent one? They can learn how by attending [organization's] Progressive Agriculture Safety Day® on [day of week], [month/date] at [location].

FUNDING

Funding – How To Pay For Your Safety Day

One of the first questions we receive from people interested in conducting a Progressive Agriculture Safety Day® is “How much will it cost?” The answer to this differs from community to community.

Some Safety Days and/or the group that coordinates it have such strong community support that they will have the location, food and all supplies donated. Others find that community members already support so many projects that they are unable to help.

Because the costs to run a Safety Day differ from area to area, numbers of participants change and donations vary, we’ve seen Safety Days that cost anywhere from \$50 to \$5,000. (The \$5,000 Safety Day had grant money and so many donations that they used the excess money to buy a bike helmet, first aid kit and smoke detector for each child.)

Following is a list of basics you may need for a Safety Day and suggestions on who might help fund the items. This will give you an idea of what funds or in-kind donations you may need.

Possible Costs

Location

- Site rental fee
- Tents
- Portable restrooms
- Water tanks (if water is not available on-site)
- Safety barriers (stakes, flagging, etc.)

Demonstration Props

- Rental
- Mileage to pick-up props
- Supplies and materials to make your own

Speakers

- Fee for specific instructors (often ATV instructors), only as a last resort

Meals and Snacks

- Food and beverages
- Paper goods and utensils
- Water/beverage cooler
- Ice chests

Equipment

- Audio/visual equipment
- Loud speaker system
- Portable generator
- Extension cords
- Tables
- Chairs
- Buzzer or air-horn

- Ladder
- Trash cans
- Camera
- Video camera
- Additional lighting

Printing/Duplication

- Promotional flyers
- Registration and release forms
- Posters
- Letters before and after the Safety Day
- Public service announcements
- Programs
- Class schedules and a site map
- Evaluation forms

Publicity

- Studio time and copying for radio or television PSAs
- Paid advertisements (print, radio or television), as a last resort

Postage

- Letters and thank you notes
- Publicity
- Returning follow-up items such as report forms
- Returning leftover T-shirts, take-home bags and any supplies sent by Progressive Agriculture Foundation
- Returning borrowed props

Telephone

- Long-distance calls to locate and borrow demonstration props
- Cell phone calls during site visits and the day of the event

First Aid

- First aid supplies
- Bug spray
- Sunscreen

Take-Home Items (optional)

- Printing local sponsors on T-shirt sleeves
- First aid kits, bicycle helmets, smoke detectors, safety glasses, etc. for each child
- Stickers, brochures, etc. for take home bags

Miscellaneous

- Name tags
- Pens and pencils

- Scissors, staplers, tape
- Rubber bands
- Paper
- Poster board or foamcore board
- Paints or markers
- Cash box
- Paper towels, toilet paper, tissues
- Trash bags
- Strapping tape and duct tape
- Rope
- Box of tools
- Film and developing
- Video tape
- Brooms, mops and cleaning supplies

Funding Sources – Cash and In-Kind

Many local or state/provincial organizations and individuals will donate money, goods or services to cover Safety Day costs. In addition to the money and items needed to run the Safety Day, don't forget to ask for safety-related free items and handouts to give to the participants.

Decide on how to solicit donations. Request that all instructors and committee members tell you what they need and to make suggestions of people or agencies who might donate the items or provide funding for them. Then, be specific with who should contact whom, so that groups and individuals don't get several requests. Some businesses are more likely to contribute if they receive a phone call from someone they know or if a 4-H or FFA student contacts them. In other situations a donation letter may be helpful. Experienced fund-raisers suggest that you ask for donations of specific items or a specific amount of money. Also, in return for visibility, some companies will donate funds from their advertising budgets. To facilitate this, tell them what visibility they will receive when you approach them for funding.

Be sure to contact any business that derives all or a portion of its income from farm-related activities. The following list will help you get started. Remember, it's better to ask and hear "no" than to leave out someone who might be one of your best supporters!

- Local offices of our international and state sponsors
- Tractor and equipment dealers
- Seed companies/grain elevators
- Hardware and other stores
- Veterinarians and veterinary supply stores
- Car and truck dealerships
- Local National Guard unit
- Financial institutions
- Restaurants and grocery stores
- Food and beverage suppliers
- Insurance agencies
- Agricultural organizations/businesses/commodity groups

- Health care providers
- Service organizations/churches
- Individuals
- Local utility company
- Office suppliers/printers
- Grant funding
- News media

Don't be disappointed if some of the groups or businesses can't help you with your Safety Day. Some set their budget before January of each year. If you aren't already in their budget, they may not have extra money to help. Also, remember that some chain restaurants and stores are only allowed to donate a certain amount of money or a specific product. But, these small donations all help defray the costs of a Safety Day.

Groups that have one or more Safety Days each year may want to consider holding a fund-raising event. If so, try to involve the children who have or will attend the Safety Day(s).

NOTE: Please check with Progressive Agriculture Foundation before contacting national groups for donations. Chances are they have already been contacted. When we have several Safety Days in the same area, you may want to have one person contact state organizations to request support for all of the Safety Days in that area.

For the integrity of both the international program and the members of your planning committee, do not use funds raised specifically for this Safety Day for other programs. Excess funds should be saved for use with future Safety Days and/or pay coordinator training expenses. All other uses of excess Safety Day funds must be approved by the Progressive Agriculture Foundation.

Registration Fees

If you hold a community Safety Day, you may want to ask each participant to pay a \$3 to \$10 registration fee (with a cap of \$15 to \$20 per family). Announce that the fee will increase after a set date. If the parents know that this cost will go up if they don't pre-register by a specific time, you may receive better advance commitment. Knowing how many kids to expect will definitely help with your planning. Registration fees can help pay for the Safety Day or be used to buy items for the participants' take-home bags. Be sure to have scholarship funds available for those participants who can't afford to pay.

An excellent way to screen for scholarships is to announce that scholarship money is available and ask those interested to send in a note telling why they want to come to Safety Day. You will usually know who really needs the money and you can distribute it appropriately. Encourage participants who receive Safety Day scholarships to write a brief note thanking the sponsor.

Sponsor Recognition

Be sure to keep an accurate list and recognize all groups or individuals who donate goods, services or money to your Safety Day. Print their names on a huge poster and display it during the event. Place a list of all international, state/provincial and local sponsors in each participant's take-home bag. Publicly thank sponsors through the media.

IMPORTANT: The Progressive Agriculture Safety Day® program has a long list of sponsors. The One-Star and higher sponsors are the one who provide the most funding. We provide logos for each of these sponsors. Use their logos or names on everything you do. If our sponsor lists show that you have a state/provincial sponsor(s), be sure to include their name along with the platinum ones. List the other international sponsors wherever possible. Remember, the more visibility that the sponsors receive, the more likely they are to help fund the program again.

Sample Letter: Requesting Donations

Date

Name
Street Address
City, State/Province, and Postal Code

Dear [Name],

As you know, the farm is many things to rural children. It's their home, their playground and where they help with chores. The farm also has special hazards associated with it. To help children recognize these hazards, and promote safety on the farm, [organization] is sponsoring a Progressive Agriculture Safety Day®. The Safety Day will be held [day of week, month, day], from [start time to finish time] at [place].

At the Safety Day, participants will learn about the potential dangers on the farm such as [list your topics here]. Demonstrations and other activities are planned to help reinforce farm safety rules.

You can help us teach local children how to live more safely on the farm. Your donation of [be specific] would be used for [tell how]. In addition, we are collecting items for each child to have a take-home bag of safety materials and other items. Do you have [specify number] of any items such as pencils, magnets, caps, etc. that you could donate?

[I/We] have enclosed a [poster/flyer] that tells more about the Progressive Agriculture Safety Day®. [I/We] look forward to hearing from you. Please call [name] at [phone number] if you have any questions.

Thank you for your time and support.

Sincerely,

Progressive Agriculture Safety Day® Coordinator(s)

MEALS & SNACKS

Meals and Snacks

To help participants learn and enjoy their Safety Day experience, be sure to have plenty of food and beverages. For most Safety Days, you will want to plan a morning snack, lunch, and an afternoon snack. Water (and ice) should be available at all times, with plenty of excess for hot days.

Things to Consider

- Foods and beverages with high sugar and caffeine content may contribute to hyperactive behavior.
- Some participants and volunteers may not have eaten when they arrive. Have a nutritious snack available and plan a mid-morning snack.
- Perhaps most important, don't forget coffee (and perhaps donuts) for the volunteers, instructors and guests who arrive early!
- What cooking facilities do you need? Will you need grills or ovens?
- Don't forget cups, plates, eating utensils, napkins, serving containers, ice chests and beverage coolers.
- If food is donated by a restaurant, who will pick it up or will it be delivered?
- How will the food be kept safe (hot foods hot and cold foods cold)? The last thing you need is to have your participants and volunteers get food poisoning!
- How many volunteers do you need to prepare/serve the food?
- In hot weather you may want to have sports beverages available to prevent dehydration.

Sources for Foods, Beverages and Supplies

To minimize Safety Day costs, ask the following businesses or organizations if they can donate and/or prepare meals, snacks and supplies. If the food items are not donated, estimate the lunch cost at approximately \$5 per participant.

- Fast food restaurants for hamburgers, hot dogs or fried chicken
- Pizza restaurants
- Sandwich shops
- Bakeries
- Soft drink manufacturers
- Dairies, orchards and other local food growers and businesses
- School cafeterias
- Commodity groups
- Civic or church groups
- Banks and other groups that have service projects
- Farm supply stores may donate stock tanks for cooling beverages

Easy to Serve Foods and Beverages

Morning Snack

- Fruit, bagels, muffins, sweet rolls, doughnuts
- Juice
- Milk

Lunch

- Pizza, hamburgers, hot dogs or sandwiches
- Chips
- Fruit
- Soft drinks, juice or milk
- Cookies

Afternoon Snack

- Ice Cream or frozen snack bars (if freezer space is available)
- Watermelon or other fruit
- Lemonade or juice
- Cookies
- Crackers and cheese

NOTE: We do not recommend having the participants bring their own food and beverages. Inevitably someone forgets, or what they bring is inadequate. With most Safety Days being held outside, it is difficult to provide the cold storage needed to prevent food poisoning. Also, think of the fiasco when 200 participants and volunteers try to find their lunches.

Clean-up

All participants should be responsible for their own clean-up. Tell the participants this at the beginning of the day and have each group leader remind their group of this throughout the day. Make sure your Safety Day grounds have adequate trash containers and/or trash bags. Know who is responsible for dumping and/or removing the trash during and at the end of the Safety Day.

SUPPLIES

Supplies

T-Shirts

The Progressive Agriculture Foundation provides free T-shirts for each participant*, instructor and other volunteers. Please give them out before or at the beginning of your Safety Day and encourage everyone to wear them. The shirts look great in pictures and give our international sponsors added visibility. They also serve a security function. When everyone is wearing the Safety Day T-shirt, “outsiders” are easily seen and can be questioned about their presence. In addition, if a participant tries to leave the Safety Day, you can identify them by their shirt and appropriately handle the issue.

To receive the sizes and number of T-shirts that you were approved for, you must send in the **Supply Order Form** at least four weeks (if in the U.S.) or six weeks (if in Canada), before your Safety Day. The supplies will arrive about one week before your Safety Day. If you need the supplies earlier, the **Supply Order Form** is due five (5) weeks before you need the supplies. The additional week allows us to add your early order to those already scheduled. Many times this is before all your registration forms are received and you will have to estimate the sizes of T-shirts that you need. Keep in mind that if the shirts are slightly large, the participants will grow into them. Also remember that though you might like a T-shirt snug fitting, many of your volunteers will appreciate having them looser. When ordering, please follow the instructions on the **Supply Order Form**.

Within three days after your Safety Day, return any leftover shirts (and other items). We use the shirts and other items at later Safety Days. Returning them on time helps assure that we can continue providing free T-shirt to everyone.

***NOTE:** For family Safety Days, we cannot provide T-shirts for the parents unless they are a volunteer or instructor. The T-shirts are for child and youth participants only.

Take-Home Bags

Take-home bags are a great way to send safety materials home with your participants. Items in the bags help re-enforce what participants learned at your Safety Day. Encourage participants to share the contents of their take-home bags with their parents. This can foster discussion of safety issues.

The Progressive Agriculture Foundation provides an EMPTY take-home bag for each of your participants and volunteers. The number of take-home bags you receive is equal to the number of T-shirts you order.

Assign a person or persons to solicit items for the take-home bags from local and state/provincial businesses or groups. Decide what you want to put in the take-home bags and when you want to stuff them. Ask that all items be provided by this time. Remember – too much in a take-home bag can be overwhelming.

Make sure to check with instructors for any items they would like to send home. To prevent litter and keep the children focused, it's best to place all handouts in the take-home bags instead of giving them out during the day at the various sessions.

Plan who will stuff the take-home bags. Some groups have a special pre-event (such as a picnic) to thank all volunteers. They also use this time to stuff the take-home bags. Others have a pizza party and ask 4-H or FFA groups to help.

IMPORTANT: Hand out the take-home bags at the end of the day. This keeps the kids from looking through the items instead of listening to their instructors and prevents you from having to pick up the items they drop during the day.

Suggested Items for Take-Home Bags

- List of international and state/provincial sponsors with names and addresses
- Lists of local sponsors and committee members
- A copy of *Progressive Farmer* magazine's *Just Say No, Please Say No* article, if not sent home in a parent's packet (see the Annual Forms chapter or our website for a copy)

- Summary of demonstrations and presenters
- Letter to parents (see sample)
- List of family activities promoting safety at home (on the farm)
- Emergency phone list
- First aid supply list
- Farm safety publications and articles
- Safety decals
- Ear plugs
- Safety glasses
- First aid kit
- Farm safety color/activity books
- Pencils, rulers, etc. with safety information printed on them
- List of farm safety resources
- Information and registration materials for any local safety sessions or programs

Certificates of Participation and Appreciation

A great way to reward everyone who attends or helps in any way with your Progressive Agriculture Safety Day® is to give them either a *Certificate of Participation* or a *Certificate of Appreciation*.

The participants each receive a *Certificate of Participation*. Some groups like to give each participant their certificate at the end of the Safety Day. This can be done easily by filling in the names ahead of time using your pre-registration list.

Other groups like to mail the certificate to attendees after the Safety Day. One suggestion would be to mail the certificate and a follow-up letter to the parents after the event. Encourage parents to talk about safety when they give their child the certificate.

The *Certificate of Appreciation* should be given to everyone who helped with your Progressive Agriculture Safety Day®. Be sure to send them to all volunteers, sponsors and other supporters. Most groups mail these out with a thank-you note after the Safety Day.

Please create your own certificates online through the coordinator section of the website. These look great printed on parchment paper. You can use the Word version and type in each participant and volunteer name or you can print them out and write in the names.

Welcome Banner

The Progressive Agriculture Foundation will send a large Progressive Agriculture Safety Day® “Welcome” banner a week or two before your event. Use it to help publicize your Safety Day and give visibility to the sponsors shown on it. Be sure to save the packaging and instructions that come with the banner. Unless we request that you return it, the banner is yours to keep.

FOLLOW-UP

Follow-Up – What Must Be Done After the Safety Day

After your Progressive Agriculture Safety Day®, there's still work to do. Some of the most important elements of a successful Safety Day occur after the event itself. Plan early how you will handle each of the following:

Return Leftover Supplies

Within 3 days after your Safety Day, return leftover t-shirts, empty take-home bags and take-home items that we sent you. Using the method of your choice, return items to:

API / PAF Returns
ATTN: Warehouse
4471 Nicole Drive
Lanham, Maryland (MD) 20706

Take-home bags should be unpacked and the items packaged together for return. Clearly mark your Safety Day codes on all boxes so we know which Safety Day the leftover items are from. Be sure to include the completed **Supply Return Form**, including your Safety Day code, with your returns.

IMPORTANT: If you do more than one Safety Day, do not combine leftover supplies when you return them. Keep them separate so we know how the supplies were used. Also, do not send supplies on to another Safety Day to use unless we tell you to. If you do, you could be charged for the supplies that you pass on.

Return Evaluation Forms

Within 2 weeks after your Safety Day, return the **Coordinator Report Form**. You should complete one of these forms for each Safety Day you coordinate. Do not combine the information for two or more Safety Days. This form contains the directions for the other documentation that should be included with it.

Thank You Notes

Perhaps the most important thing you can do to ensure the success of future Progressive Agriculture Safety Days® and similar programs in your area is to write thank you notes. Start early, form a core group or appoint one person to collect the names and addresses of all volunteers, presenters and sponsors. Send an official note or letter from the Safety Day coordinator and at least one hand-written note from a participant. Be sure to send thank you notes to your international and state/provincial sponsors. Without these sponsors, your Safety Day would not be possible.

Many groups build extra time into the last session of the day specifically for writing thank you notes and completing report forms. Give each child a thank you note, already addressed with the name of a sponsor. Include a sticky note on the envelope that explains what the child should thank the sponsor for. Collect these before the participants leave their last session.

Receiving three or four thank you notes written by the kids themselves helps your volunteers and sponsors realize just how important their contribution is to your program.

Another fun thank you for our international and state/provincial sponsors is to have all of the children write what they learned, draw a picture and/or sign their name on large paper banners (blank newsprint works great for this), poster board or even a sheet of copy paper. You may want to leave a blank space in the middle for a photo from your Safety Day. Encourage the children to sign as many of the banners as possible during breaks throughout the day.

Follow-Up With Parents

It's important that parents understand that a child isn't "safe" as a result of attending a Safety Day. We hope that after the Safety Day participants are more aware of how easily they can be hurt. However, it is very important that the parents understand that they are still responsible for their children's safety and that there are some tasks that their children should not perform.

One way to do this is to send a “Parent’s Follow-Up Letter” (see sample letter in this chapter) home with each participant, or mail it to the parents after the Safety Day. Some coordinators put together a “Parent’s Information Packet” that contains the letter and the following:

- A copy of Progressive Farmer magazine’s Just Say No, Please Say No article (see the Annual Forms chapter or our website for a copy)
- Handout on age-appropriate tasks
- Farm safety checklist
- Safety brochures
- Participant Certificate of Participation (if not given at the Safety Day)

Newspaper Advertisement

Some groups run an advertisement in their local newspaper thanking all sponsors, instructors and volunteers. This can be costly, so consider asking your newspaper if you can have free ad space. Be aware that once you pay for an advertisement, it may be difficult to obtain free space later. Don’t forget to include our international and state/provincial sponsors in your ad. It makes the list even more impressive and our sponsors appreciate it (they do see copies of your media).

Sample Letter: Parent Follow-Up Letter

Date

Dear Parent or Guardian,

Thank you for recognizing the importance of safety education and permitting your child to spend the day with us at our Progressive Agriculture Safety Day®.

The goal of this Safety Day is to prevent farm injuries and deaths by teaching children about farm and ranch related hazards and how to avoid them. We hope that those who attend our Safety Days will in turn share what they learn with their parents and others, thus preventing more injuries and deaths.

[I/We] wish we could tell you that since your child completed the Safety Day that he or she is certified incidents-free, but sadly, that is not the case. At best, we have only helped to make your child more aware of the importance of safety on the farm. It is now up to you to help your child maintain this awareness and begin to follow safe practices, all day, every day.

Through today's lessons we have been able to reinforce some safety issues that you have already addressed at home. We have also introduced some safety concepts that might be new to your child. Please set aside some time to visit with your child about today's Safety Day. Review the materials and safety items with them and discuss what they have learned.

Your child may be extremely safety conscious these next few days and might begin to question the safety of some things at home. This could provide an excellent opportunity for family discussion and review of safety practices for your entire family.

May every day be a SAFE DAY!

Sincerely,

Progressive Agriculture Safety Day® Coordinator(s)

**Sample Letter:
Thank You to Facility Host**

Date

[Facility Host]
Street Address
City, State/Province, and Postal Code

Dear Facility Host:

Once again, thank you to the [organization name] for the use of the [facilities/building/grounds] for our Progressive Agriculture Safety Day® on [day of week], [month, day, year]. The [facilities/building/grounds] offered a perfect setting for this important educational event.

[Number] participants went home from our Progressive Agriculture Safety Day® with increased knowledge and awareness of potential hazards to them as they work and play on the farm. Thank you for providing a “classroom” for farm safety education. Your generosity is greatly appreciated.

Sincerely,

Progressive Agriculture Safety Day® Coordinator(s)

Sample Letter:
Thank You to Supporting Business or Organization

Date

Contact Person's Name
Donating Business or Organization
Street Address
City, State/Province, and Postal Code

Dear [Contact Person]:

We would like to thank you for the [donation] you made to help support our Progressive Agriculture Safety Day® on [day of week], [month, day, year]. [Number] participants went home from the Safety Day with increased knowledge and awareness of potential hazards to them as they work and play on the farm. Thanks to you, we were able to provide a [snack, T-shirt, information packet, etc.] for each participant. Your generosity is greatly appreciated.

Sincerely,

Progressive Agriculture Safety Day® Coordinator(s)

**Sample Letter:
Thank You to Local Volunteer**

Date

[Volunteer]
Street Address
City, State/Province, and Postal Code

Dear [Volunteer]:

Thank you for taking time out from your busy day to help us [tell what they did] at our Progressive Agriculture Safety Day®. [Number] participants went home with increased knowledge and awareness of potential hazards to them as they work and play on the farm. You helped make that possible.

We hope that you also learned more about safety during the day and that you will be willing to help us with another Safety Day. Please let [me/us] know if you think of ways we can improve our program. Thanks again for your valued time.

Sincerely,

Progressive Agriculture Safety Day® Coordinator(s)

**Sample Letter:
Thank You to Injury Victim**

Date

[Injury Victim's Name]
Street Address
City, State/Province, and Postal Code

Dear [Injury Victim's Name]:

A special thank you for attending our Progressive Agriculture Safety Day® on [day of week], [month, day, year]. We know it was not easy to share your experience, but we want you to know that your discussion had a positive impact on the participants. The first-hand experiences you shared with participants instilled in them how important it is to practice farm safety every day. Your discussion of your experience punctuated our day's instruction with a healthy dose of realism. We greatly appreciate the time you took to help us out.

Thanks again for everything.

Sincerely,

Progressive Agriculture Safety Day® Coordinator(s)

SPECIAL AUDIENCES

Guidelines for Reaching Migrant and Seasonal Farm-Worker Children

Successfully reaching the children of migrant and seasonal farmworkers depends on how well you as a coordinator and your volunteer instructors and leaders can bridge language and cultural issues. To be successful, you must first understand those you want to reach.

Know the Audience

Most people assume that all migrant and seasonal farmworkers are Hispanics from Mexico. However, while many are from Mexico or other Spanish speaking countries, you will also find Koreans, Japanese, Vietnamese and Eastern Europeans. The list goes on and is as varied and the early immigrants who came to the United States and Canada seeking a better life and willing to do any work available to support their families.

Not all migrant and seasonal farmworkers lead the same types of lives. Some live in the United States and Canada permanently while others still return to their native land when the harvest or work is complete. Some stay in one area to work, while others move from location to location, following the work or harvest. For those who move with the harvest, their arrival and departure times as well as how long they are in your area will vary from year to year. Thus you must be flexible with the timing of your programs.

What does this mean as we reach out to this audience to teach them safety lesson that can save their lives? Three words – Communication, Flexibility and Trust.

Communication – We must be able to communicate with the children (and their parents) to gain their participation in the program and to teach them.

Flexibility – Reaching and meeting the needs of migrant and seasonal farmworkers will require us to carefully analyze the audience and to adapt our program accordingly.

Trust – We must be able to gain, nurture and maintain trust between the two groups.

Partnerships are Key

For the most effective Progressive Agriculture Safety Day® for children of migrant and seasonal farmworkers, we recommend partnering with key organizations that already work with this population. The Migrant Education Program that is part of the Department of Education in each state is the most logical entity to partner with. During the school year, this program keeps track of where the migrant children attend school. When the children are out of school for the summer, Migrant Education conducts special summer programs for them. To reach the Migrant Education program for your area, call toll-free 1-800-234-8848 and ask them for your local contact.

Many other groups can help you reach migrant children. However, these vary from community to community. To find local groups that work closely with migrants, check with local churches, church-affiliated groups, community/migrant health centers and migrant employers.

By partnering with Migrant Education and/or other groups who reach migrant and seasonal farmworkers, you will be better able to:

- A. Learn about the specific causes of injuries so you can address them during the Safety Day.
- B. Learn the languages spoken by the participants so you can involve appropriate interpreters.
- C. Learn specific cultural differences that could affect how the children and their parents respond to and learn from the Safety Day; preparing you to make any needed modifications.
- D. Find out what learning styles best help the children learn. Do they learn best by listening to a teacher or by the teacher guiding group discussion?
- E. Determine the best location to hold the Safety Day. Sometimes it's best to take the Safety Day to the children.

These guidelines were developed in partnership with Migrant Clinicians Network with funding from the National Children's Center for Rural and Agricultural Health and Safety.

- F. Recruit participants.
- G. Gain the trust needed for parents to complete the necessary Release and Consent Forms.
- H. Prepare the children and their parents for what will occur at Safety Day.
- I. Get post-Safety Day evaluation forms and follow-up information from participants and their families.

Possible Safety Day Formats

Various Safety Day formats may be used to reach the migrant children:

1. **Migrant Farm Safety Day** – Safety Day that targets migrant children specifically and does not involve other children from the community. [This type of Safety Day is easier to conduct in conjunction with a summer migrant education program.]
2. **Migrant Family Farm Safety Day** – Safety Day that is conducted for entire families and provides information for parents on how they can protect children. [This type of Safety Day is also easier to conduct in conjunction with a summer migrant education program.]
3. **School Safety Day** – Safety Day that is conducted for school students (including migrant children). The Safety Day may be held at a school or the school(s) may bring the students to the Safety Day location.
4. **Community Safety Day** – Safety Day that is open to all children, including migrant children. It may be more difficult to recruit migrant children to attend this type of Safety Day.
5. **Family Safety Day** – Safety Day that is open to entire families (both migrant and non-migrant) and provides information for parents on how they can protect children. It may be more difficult to recruit migrant families to attend this type of Safety Day.
6. **Safety Day in Conjunction with a Fair or Special Event** – If an event will already reach the migrant population, you may want to add safety stations to the event. Many populations enjoy native festivals and similar events. Often these may be held at churches. See page 8 of the Planning section of this manual for additional information on this type of Safety Day.

Choosing Instructors and Volunteers

Many of the instructors and volunteers that typically help at Safety Day are appropriate for migrant Safety Day. Others could include outreach workers from Migrant and Community Health Centers. However, it is important to remember that participants could fear uniformed volunteers such as firefighters and law enforcement officials who participate in the Safety Days. This fear is often due to concerns with deportation as some migrants may not have the proper work papers. For others, there is simply a general mistrust of government and law enforcement officials resulting from their experiences with them in their native countries. One option would be to have any uniformed volunteers dress in street clothes. After they've discussed their role in the community with the children, they could show them their uniform.

Before conducting a Safety Day that includes migrant and/or seasonal farmworker children, it is important to provide the instructors and volunteers (as well as members of your planning committee) with information on the health and safety needs of that population. Volunteers also need to have an understanding of cultural and socioeconomic factors that affect the migrant community in that area. Check with the Migrant Education program or other key partners to see who might provide a short training session on this. Not understanding or disrespecting cultural and socioeconomic differences could result in the participants not learning safety lessons.

NOTE: The strength of any Safety Day is in the attitudes and abilities of the volunteers. Recruit only those volunteers who are supportive and caring of special populations.

Language

One of the first steps in planning a Safety Day for migrant and seasonal farmworker populations is to determine the language skills of both the participants and their parents. Key partner groups such as Migrant Education should be able to help you determine how much, if any, English the children and parents can understand, speak, read and write. While we think of most migrant groups being Hispanic, the migrants in your area may be non-Hispanic. And, some migrants may not be able to read and write in any language.

Be sure to keep language barriers in mind as you plan and implement your Safety Day. The following tips may help:

- A. With many groups, oral communication may be more effective than written communication. Thus, hearing about the Safety Day may be more effective than reading about it.
- B. If parents can't read or understand English, publicity will need to be prepared in their native language and presented to them either in writing or orally through an interpreter.
- C. Posters publicizing the Safety Day may need to be translated into another language. This can be done through the national office if you allow plenty of lead time.
- D. Registration/Release and Consent Forms may need to be provided in another language. And if the parents can't read in any language, someone will need to read these forms to them. Spanish Release and Consent Forms are included in the Annual Forms section of the manual.
- E. Certificates of Participation and Appreciation may be best presented in another language.
- F. The Safety Day follow-up letter may need to be in another language.
- G. Be prepared. It will be important to include interpreters the day of the Safety Day to ease any potential language barriers. Teens fluent in the needed language can make excellent interpreters for their peers and young children.
- H. If a Safety Day includes parents, include adult interpreters specifically for the parents. DO NOT have English-speaking children interpret for their parents.

Publicizing the Safety Day

A concerted effort must be made to help parents understand the importance of and reasons for the Safety Day. Again, partnering with organizations such as Migrant Education will help in marketing the Safety Day to parents so that children (and parents) are encouraged to participate and parents understand the need to reinforce what is learned.

If a Safety Day is done in conjunction with a Migrant Education summer program or through a school, you will not need to publicize the event to recruit participants. Instead, focus your efforts on publicizing the importance of the Safety Day to the parents. This effort should include oral and written announcements and invitations in the native language.

If the Safety Day is for the entire community, reaching and convincing the farmworker population to attend will be more difficult. In addition to the general publicity that is done for the Safety Days, there must also be specific outreach to this population. This will involve posters in Spanish that include appropriate images (e.g. Latino children). Outreach to migrant-serving institutions and organizations – such as the local school systems, Head Start, Migrant Education, soccer leagues, migrant/community health centers and churches – is also important. Try to target the specific person who deals with migrants in these organizations (e.g. a nun or an outreach worker). If advertisements are part of the recruitment efforts, ads for Spanish radio stations may be helpful.

Tailoring Safety Lessons

Most of the lessons included in the Progressive Agriculture Safety Day® Topics and Activities manual® are important for migrant children. Some lessons merit more emphasis than others and some lessons require additional information to make them appropriate for migrant children. Lessons that are a priority for many migrant and seasonal farmworker populations include the following:

- A. Chemical Safety** – childhood exposure to pesticides and way to minimize exposure are very important to discuss with migrant populations. The current section in the Topics and Activities manual focuses on ways to minimize exposure when using chemicals (e.g. proper clothing and safety equipment when using chemicals and safe storage practices). For farmworker children, it is recommended to broaden this section to include more ways to minimize exposure in the home and at play. You may wish to include chronic health effects in addition to the acute symptoms already listed in the manual. In addition, you may wish to add health clinic outreach workers to your list of potential instructors. Listed below are ways to minimize chemical exposure:

What migrant children can do to minimize their exposures to chemicals:

1. Stay away from areas where chemicals are being or have recently been applied.
2. Ask adults if there are any signs posted that tell you not to go near a field or other area.
3. Wash your hands before eating or drinking.
4. If you think chemicals could have blown on toys, bicycles, swing-sets, etc. ask an adult to clean them for you.
5. Do not touch adults who have been working in fields with chemicals until after they've cleaned-up and changed their clothes.
6. Remind adults not to wear their work shoes inside the house.
7. Don't ever touch or play with containers if you don't know what was in them.

For Adults Only – minimize exposure when working in the fields:

1. Wear protective clothing – long pants, long sleeve shirt, socks, shoes, a hat and gloves (if possible).
2. Wash hands after eating, drinking and smoking. Wash hands before and after going to the bathroom.
3. Change clothes after working in the fields.
4. Wash work clothes that are contaminated with pesticides separately.
5. Shower after working with pesticides or in the fields.
6. Keep out of recently treated fields. If you see a warning sign, enter only when you know the Restricted Entry Interval has ended.
7. Never take pesticides home from work.

For Adults Only – minimize exposure when at home:

1. Take shoes off before going in the house.
2. Never use pesticide containers for anything other than to store pesticides.
3. Keep children away from areas where chemicals are being or have recently been applied.
4. Wash toys that may have pesticide drift on them.
5. Wash hands and wash children's hands when you come inside.
6. Maintain a clean home.

B. Roadway Safety – Transportation related accidents are responsible for numerous injuries and deaths in the migrant farmworker population. In addition to what is already in the Topic and Activities manual, for the farmworker population it's important to include:

1. Seatbelt use
2. Car seats (if parents are attending the Safety Day)

C. Farm Equipment, Tractors and Small Equipment Safety – These topics are relevant for the migrant population and are already covered in the Topics and Activities manual.

D. Food Safety and Safe Hygiene Practices – Many migrant farmworker children live in substandard housing. Proper food storage and handling as well as safe hygiene practices such as hand washing are important topics to discuss with migrant children. Hand washing is important not only to minimize children's exposure to microbiological contamination, but it is also an excellent preventative measure to minimize exposure to other chemicals including lead and pesticides. Food safety should also include safe water disinfection and storage techniques as some migrant children may not have running water or may not have access to a safe water supply.

E. Sun Safety – In addition to the current section on sun exposure, a brief discussion of heat exposure is important.

F. Other Topics – other topics that are relevant to the migrant population:

1. First Aid and First on the Scene / 9-1-1
2. Electrical Safety
3. Bicycle Safety
4. Fire Safety
5. Water Safety
6. Animal Safety
7. Insect Safety
8. Heavy Lifting
9. Knife Safety

Communication and Follow-Through Bring Success

Think how you would feel if you were living in Petrozavodsk, you didn't speak Russian and the local people wanted to teach your children how to stay safe around the old iron foundry and Lake Onega. How would you ask them questions? How would you be sure that they followed your instructions and didn't take photographs of your child and didn't give your child a food that he loves, but is extremely allergic to?

When you reverse the situation, you can feel how important communication is – between the parents and the coordinator, the coordinator and all volunteers, and between the coordinator, volunteers and participants. If a parent makes a special request, it's your responsibility to follow-through and be sure that it's carried out. The last thing you want is for a parent to lose trust within the community at large because of your Safety Day.