

Ag Day - SOP

Purpose

Each year Farm Credit sponsors an event for third graders from Hanover and Caroline counties to introduce them to various aspects of farming. The children move from station to station for mini-lessons. HMGA has a booth talking about growing plants at the Nursery Station. HMGA volunteers also help out at the Extension Office Station with the Fruits and Vegetables Station.

Scope

- The event is usually held at Meadow Event Park on two days in October
- All HMGA volunteers must have completed the Working with Youth application which is found on VMS. This approval is good for one year from October 1 to September 30.
- Volunteers need to park away from where the school buses park
- We will need tables and props
- All volunteers should bring their own chair
- A schedule for the children's movements is provided by Farm Credit
- One volunteer will need to meet the first group at the bus at the beginning of the morning and afternoon shifts to escort the children to their first stop on the tour of stations
- A bell will ring to indicate it is time for the children to move to the next station
- Lesson time at each station is about 20 minutes
- Children arrive at 9:30 and volunteers should begin to set up by 8:00
- Our booth and props can be set up the afternoon before, weather permitting
- There will be two shifts for volunteers, from 8:30 to 11:00 and 10:45 to 2:30
- There should be 3 volunteers for the HMGA station and another 2-3 for the Extension station for each shift
- Lesson plans have been created for each station
- Props are available for the lessons
- For the nursery station we borrow a number of plants from Sandy's Plants to use for the children to see, touch, and smell
- There should be 2-3 each of 3-4 different plants
- One of the volunteers at HMGA presents the lesson while the other volunteers (2-3) help pass out props and monitor children
- At the Fruits and Vegetables station there will be the Ag Agent and 2-3 helpers
- One volunteer from each shift should enter in the contacts for their shift
- There is a First Aid Station available for treatments of insect stings
- Farm Credit supplies coffee in the morning and lunch for all volunteers

Materials/Supplies

Materials and supplies are stored in the office, in our storage shed, and in some cases, at a person's home to provide easier access.

- Materials available for use include: folding tables, a plant clinic box, various banners, and props. See lesson plans for props.
- Materials that are stored in the shed are available for pickup and return during normal office business hours. The key for the shed is in the lock box beside the shed door. Code 246*
- See individual lesson plans for props to use.

Hanover Master Gardeners Association

Process

Task	When	Who
Recruit a coordinator	January	President
Enter event into VMS	As soon as dates are available	Someone with rights to enter events into VMS
Begin recruiting members to man the stations	August	Coordinator
Provide notices to be included in the weekly Announcement Board	Starting in September	Coordinator
Ensure that all HGMA volunteers have completed the Working with Youth application	Before the event in October	Coordinator
Confirm that all supplies are available	A week before the event	Coordinator
Make arrangements to borrow plants from Sandy's Plants	Two weeks before the event	Coordinator or volunteer
Pick up plants from Sandy's	About two days before event	Coordinator or volunteer
Pick up supplies from the storage area	At least two days before the event	Coordinator or volunteer
Transport all supplies to Meadow Event Park	Day of event	Coordinator or volunteer
Return plants to Sandy's	Within a day or two of end of event	Coordinator or volunteer
Return supplies to the storage area	Within a day or two of end of event	Coordinator or volunteer
Record contacts in BI	Day after the event	One person from each shift

Related Documents

- Ag Day Coordinator – Job Description
- Lesson Plan for Nursery Station
- Lesson Plan for Fruits and Vegetable Station