

LOCAL HISTORICA HERITAGE FAIRS

12 Steps in Planning and Organizing your local Historica Fair

- 1. Fax Your Intent to Participate Form by October 5 / 07**
- 2. Get Your Colleagues and the Community Involved**
- 3. Review the Student Project Guidelines**
- 4. Review the Historica Fairs Program Timeline**
- 5. Decide on a Date for Your Local Fair**
- 6. Fax Your "Request for Participation/Judging Certificates"**
- 7. Get Students Involved**
- 8. Ensure All Projects Include a Written Summary**
- 9. Recruit Judges and review Judging Form**
- 10. Get Media Consent Forms Signed by Parents**
- 11. Hold Your Fair**
- 12. Send in Your Final Report**

Fax Your Intent to Participate Form to the Territorial Historica Fair Team

Forms must be faxed to the Territorial Historica Fair Team by October 5, 2007.

Get Your Colleagues and Community Involved

Historica Heritage Fairs are primarily volunteer driven so be sure to get your colleagues involved and elect someone to act as the Coordinator of your local fair and representative for Historica Heritage Fair conference calls with the Territorial Historica Fair Team.

The same goes for community involvement. Invite elders to mentor students, approach community groups and businesses for prize donations and funding to purchase materials and involve your local media. Ask for help in getting the word out there. This is an opportunity to celebrate students and their work.

Review the Student Project Guidelines and Historica Fairs Program Timeline

It's very important that the local fair team and students are familiar with the guidelines set out by Historica and the timeline determined by the Territorial Historica Fair Team.

Decide on a Date for Your Local Fair

Local Fairs need to be held by February 29th, 2007 to ensure that there's enough time to prepare web entries for the Territorial Fair.

Fax Your "Request for Participation/Judging Certificates"

Once your team has committed to a date send a Request for Participation/Judging Certificates to the Territorial Historica Fair Team. Make sure to give time for shipping.

Get Students Involved

Decide what grades in your school will be involved. Although at the Local Historica Fair level there are no restrictions on the grades of participating students, **only the projects of students studying in grades 4-9 will be able to proceed to the Territorial Historica Fair and National Historica Fair levels.**

Stress active student participation and learning rather than competition during all preparation for the Historica Fair Program. There is no judging at the National Historica Fair, only showcasing.

The goal of the Historica Fair Program is not to win but to:

- heighten awareness of Canadian heritage
- celebrate Canada's cultural diversity
- promote and publicize the variety and uniqueness of our heritage
- create an exciting learning environment for students of history
- encourage individuals and communities to celebrate their part in Canada's history, especially from the perspective of Nunavummiut

The Historica Fair also provides an excellent opportunity for Nunavummiut to share their unique heritage with the rest of Canada.

Again, make sure everyone involved is familiar with the project guidelines.

Encourage students to use Inuktitut/Inuinnaqtun/French in their projects as well as English. Historica Fair projects can be done in any language of the student's choice.

For more information on how to develop a Historica Fair Project click [here](#).

Ensure all Projects Include a Written Summary

Each project must be accompanied by a 'Written Summary' form.

The 'Written Summary' form gives the student the opportunity to describe the research that they undertook in the development of their projects.

This is especially important for those projects that are selected to move on to the Territorial Historica Fair. The Territorial Historica Fair consists of a web page which is created to showcase each project. Unfortunately not all mediums translate well, such as video, audiocassette, debate, public speaking, drama, music and dance. We are unable to put these mediums on the website at this time. The Territorial Historica Fair judges will have to base their decision almost exclusively on the written summary in these cases. Be sure that any students planning these types of projects are aware of the limitations of the Territorial Historica Fair. Students can provide additional information about the research they undertook and the information they found out, if their project is one of these mediums. This will allow them to communicate the depth of their project to the judges.

Recruit Judges

Schools are responsible for selecting their own judges for their Local Historica Fair.

Past experience has shown that at least 10 judges should be invited to participate. This way a number of people can be circulating and interacting with students.

Judges must not represent teachers, the regional school operations or administrators of the school. Parents of children involved in the Local Historica Fair are not allowed to be judges.

The judging process should support growth and celebrate the achievements of students whether or not their project is selected to proceed to the Territorial Historica Fair.

The emphasis should not be on competition and winning, but rather on learning and sharing knowledge about heritage with others.

Students may be nervous about their interview with the judges. Share the following advice with them.

Be at ease. Many students are afraid of talking to judges. Your interview is simply your opportunity to tell the judges what you learned by doing your project.

Be interested. If you are really interested in your project and research and what you are saying, most likely the judges will be interested too.

Be prepared. It is a very good idea to prepare for your interview.

Teachers should plan to meet with the judges beforehand to go over the judging forms and answer any questions they may have. This judging form will be used at the Territorial Fair so we strongly encourage local fair organizers to use it as well.

Get Media Consent Forms Signed by Parents

All students participating in the Local Historica Fair must have a signed media consent form.

This form gives permission for photographs/videos of students to be used for multi-media promotion (print, radio, TV, web) of the Historica Fairs Program.

Hold Your Fair

Please take pictures during your Local Historica Fair. These can be used to promote the Historica Fair Program for next year. If you have a digital camera please use it to take pictures. We would appreciate it if you would send us electronic copies of any pictures that you take so that we can use them to promote the Historica Fair Program.

Assign a student to count the number of visitors to your Local Historica Fair. You will need this information for the next step.

Meet with the judges to go over the judging form. Once the judges have visited all the projects, tally the scores. Two winning projects from each school/local fair will proceed to the Territorial Historica Fair. **Web entries for the winning projects will have to be sent to the Territorial Fair Team by March 28, 2008.**

Send in Your Final Report

Once you have held your Local Historica Fair, it is time to submit your final report. This paperwork must be **submitted by March 14, 2008.**