

Fêtes **HISTORICA** *Fairs*

Dear Counsellor,

On behalf of the Historica Fairs Program, thank you for agreeing to assume the responsibilities of Counsellor for the National Fair in Lethbridge from July 9 to 16. The organizing committee is putting the final touches on an exciting program of activities; we hope that you and all of the members of your delegation are ready for a week of wonderful experiences that will make for lifelong memories!

Enclosed you will find forms required to be completed and returned by all Counsellors. Please return the completed forms along with an original criminal records check current within the past six months to your Head of Delegation by mail or messenger service and no later than May 21, 2007. The on-line registration must also be completed before May 21, 2007.

You will be receiving complete information about the program of activities and the travel schedule in a second package. We cannot send this second package to you until we have received your completed forms, so please do not delay in returning them to your Head of Delegation.

The names of the other Counsellors and all the students in your delegation can be obtained through the Head of Delegation. Well in advance of leaving for the National Fair, you must contact, and if possible meet with, with each of the students for whom you are responsible and their parents/guardians. If you need answers to any questions or require information as a result of these conversations and meeting, please contact your Head of Delegation.

Again, thank you for your acceptance to attend the 2007 National Fair as a Counsellor.

We look forward to seeing you at the Fair!

Becky Burns, Manager
Historica Fairs Program
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email: bburns@histori.ca

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Responsibilities of Counsellors

Prior to and during the National Fair, a Counsellor must:

1. Submit an original, current police check with registration forms.
2. Where possible, meet with students delegates and parents prior the National Fair.
3. Assist with the proper completion of all documentation and ensure that the students have all necessary travel documentation.
4. Speak with students who will be your direct responsibility - and their parents - prior to the National Fair to ensure that the Historica Fairs Code of Conduct and the structure of the National Fair is fully understood.
5. Accept full responsibility for assigned student delegates from your province or territory for the duration of the National Fair, including travel time.
6. Ensure that student delegates respect the Historica Fairs Code of Conduct, and be willing to take disciplinary actions should it be required.
7. Ensure that all delegate projects meet the standards set by the National Fair organizing committee.
8. Provide supervision and security for students, in the Village and off-site.
9. Be familiar with any specific medical, dietary or allergy restrictions of the students under your supervision and be prepared to administer any medication required.
10. Be familiar with the names and phone numbers of the delegates' families.
11. Be willing to participate fully in all scheduled activities.
12. Be prepared to help organize and animate songs around the campfire, on buses, etc.
13. Be willing to be responsible for students from other delegations at times.
14. Be willing to share the responsibility for nighttime supervision of at least 10 student delegates, all of whom may not be from your delegation.
15. Ensure that student delegates are punctual for all events.
16. Advise Head of Delegation and/or National Fair organizing committee if a student is unable to participate in planned activities, and provide supervision of such students.
17. Assist students with set-up, tear-down and transport home of projects.
18. Ensure that all boarding passes and ticket stubs are returned to Historica after the National Fair.
19. In the absence of the Head of Delegation, be responsible for the security of travel documents, reconfirming flight times or scheduling of ground travel.

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Counsellor Signature Sheet

Full name of Counsellor: _____

Province/Territory: _____

Counsellor Consent

I am fit and willing to engage in the scheduled activities of the National Fair, and to the best of my knowledge, am in good health. I agree to accept the responsibility of acting as the Counsellor for the children chosen by the Regional/Provincial/Territorial Fair committee(s) that requested my attendance at the National Fair. The duration of that responsibility will be from the moment that we depart from our designated meeting point, until we return to that point. Besides the normal guardianship responsibilities that might be expected in an event of this nature, I will also play a part in the overall management of all attending children during their stay in Lethbridge. I have read the Code of Conduct and am fully aware of its meaning.

Signature: _____

Date: _____

Responsibilities of Counsellors

I have provided an original, up-to-date (within the past 6 months) security check and I have read the *Responsibilities of Counsellors* and am aware of and accept my responsibilities as a Counsellor at the 2007 National Fair to be held in Lethbridge, Alberta.

Signature: _____

Date: _____

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National Fair On-line Registration

The National Fair on-line registration form is located at <www.histori.ca/fairs/login.jsp>. You will see the following information:

Welcome to the National Fair on-line registration!

This area of the site is for Student Delegates, Alumni, Counsellors, and Heads of Delegation who have already been selected to attend Historica's National Fair in July 2006. In order to attend the National Fair, you must register here before May 21, 2007.

You can access the registration form by entering your seven-digit registration key, which was given to you when you were selected to attend the National Fair. Students should register in the presence of a parent or teacher.

Please note that you must complete and submit the form in one hour or your session will expire and the information you entered will be lost. If you encounter any problems with this registration process, contact Becky Burns at 1-877-739-4056.

Before you begin, please ensure that you have the following accurate information handy:

- *Biographical information (please provide your legal name as printed on your birth certificate, driver's licence, or other ID) and home address, including postal code.*
- *Business address and other contact information, if applicable.*
- *School postal code (students and alumni only).*
- *Medical information: dietary restrictions, allergies, specific medications, medical conditions, and emergency contact information. Students must also provide their provincial health card number.*
- *Students will be asked for information about their projects, including: project title, summary, description, physical dimensions (in centimetres), and any relevant technical requirements.*

Once you have compiled this information, and are ready to register, please enter your registration key below.

Your registration key will be provided to you by your Regional Fair Coordinator, National Fair Counsellor, or Head of Delegation. You must register by May 21, 2007.

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Code of Conduct

The Historica Fairs Program believes that every student has the potential to be a self-disciplined, positive contributing member of society. The Program also believes students have a right to expect a safe and nurturing educational environment.

The Code of Conduct is intended to encourage acceptable student behaviour at the National Fair and to provide an atmosphere where all individuals feel a sense of respect, safety and belonging. Students are expected to:

- conduct themselves in an acceptable manner at all times: during the tours, on the buses, and especially at Lethbridge Collegiate Institute.
- respect and accept the authority and supervision of adult Counsellors and Heads of Delegation.
- attend all organized activities, be punctual, and apply themselves in all program activities and set high standards for personal achievement.
- conduct themselves in a polite, respectful and cooperative manner at all times and dress in a manner which reflects purpose and propriety.
- be considerate of the personal security, thoughts, feelings, values and heritage of others. No fighting or acts of harassment, intimidation or bullying will be tolerated.
- be sensitive to and responsible for the facilities made available to us at Lethbridge Collegiate Institute and the surrounding environment.
- be free of illegal drugs/alcohol (possession, use or influence) at all times under the jurisdiction of the Historica Fairs Program. This includes all tobacco products.
- be aware of their rights and responsibilities and to exercise those responsibilities.

Towards ensuring the above, the Historica Fairs Program will create an environment that will encourage students to exercise self-discipline by:

- developing programs which promote appropriate behaviour;
- using methods and procedures which enhance self-esteem and self-discipline;
- providing opportunities for students to practice cooperative behaviour;
- using procedures which model fairness, equity, and respect.

In the event of any infraction of the Code of Conduct, the National Fair organizers or the adult chaperones reserve the right of final decision and may, if deemed necessary, place a call to the parents/guardians. This may result in the removal of the student from the program to be returned home at the expense of the parents/guardians.

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Identification Requirements

Heads of Delegation and Counsellors must ensure that student delegates have the correct ID to travel to the National Fair. The Head of Delegation will safeguard these documents during the week of the Fair.

Official legal names, as shown on government-issued ID, must be provided to Historica before travel can be booked. If names are incorrect, there will be a cost to change the ticket.

Airline Travel

Required for passengers under the age of 16 years: two pieces of government-issued ID, such as a birth certificate and health card. Photo ID, such as a passport or student card, should also be provided if possible.

Required for passengers over the age of 16 years: two pieces of government issued ID, at least one with a photograph, such as:

- passport
- driver's license
- birth certificate
- citizenship card
- certificate of Indian Status
- health card

Whether travelling alone or accompanied by an adult chaperone, each student must travel with his/her own travel documents and supporting documentation where applicable, for example a birth certificate showing the names of both parents and/or legal documents pertaining to custody.

Adults travelling with the minor children are strongly advised to hold a letter of travel consent signed by the parent(s) or guardian(s) with legal custody. The letter must include the signor's address, phone numbers, authorization to travel, the destination, and length of stay. If a parent/guardian is divorced or deceased, a custody document or death certificate is recommended.