



## **Wisconsin Ag in the Classroom Presentations and Outreach Handbook**

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[www.wisagclassroom.org](http://www.wisagclassroom.org)

# Making Presentations to Adult Audiences

## Know your audience!

- Find out about the group you are presenting to
- What is the background of their group? Do they have a website?
- Do you know any members?
- What do they want to hear in your presentation? Why did they invite you?

## Preparing

- Do your homework and research. Have up-to-date information.
- Know exactly how much time you have and practice keeping within that time frame.
- Write out an outline.
- Find out about the room set up, AV equipment and other details.
- Find out how many people will be there, so you have enough handouts. Organize your handouts.
- If you are doing hands-on activities, have it organized and easy to do.
- If you need tables, AV equipment or have other needs the group or host venue needs to provide, let them know about it in advance.

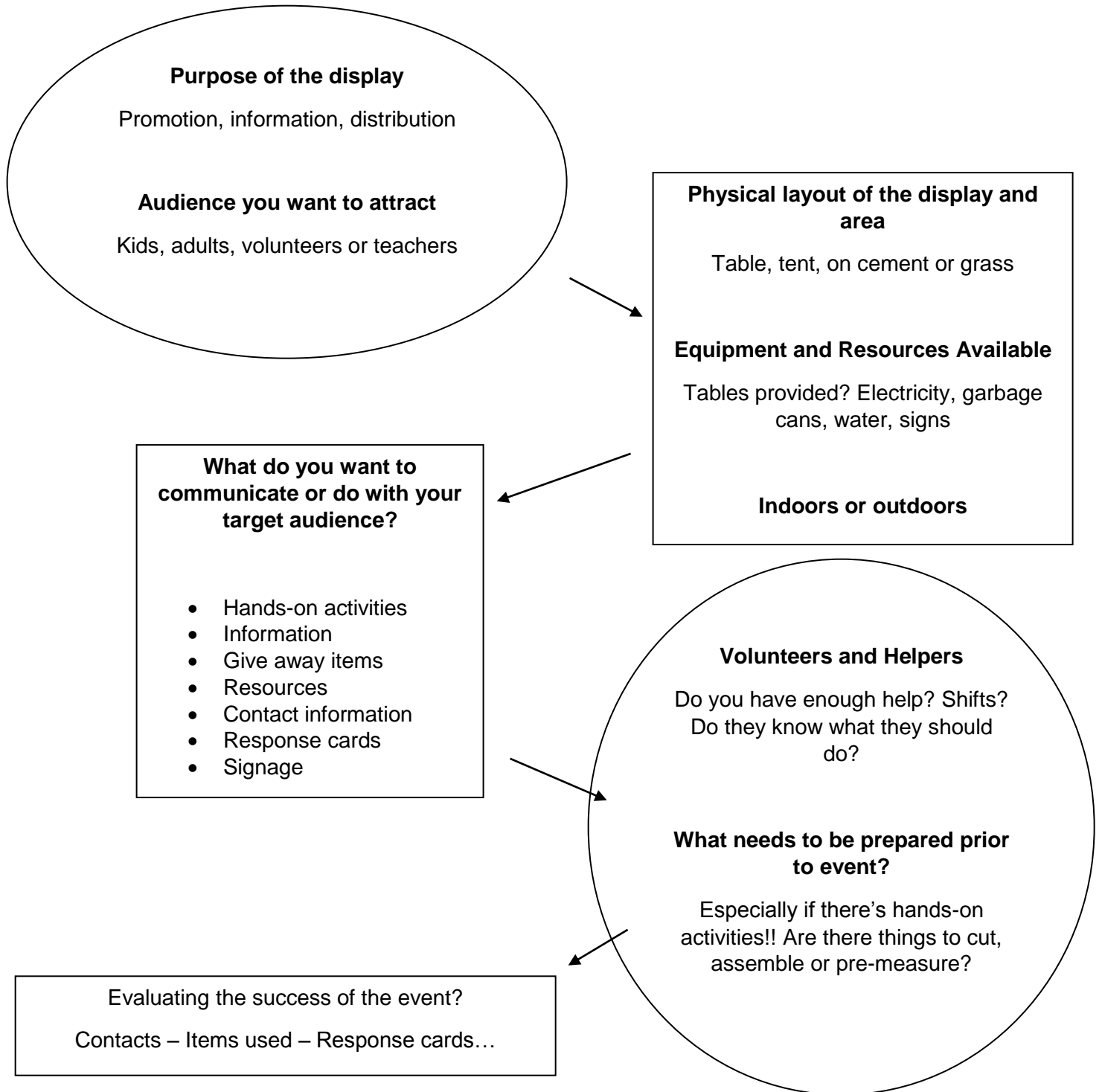
## The presentation

- Wear a watch or have some type of time piece where you can see it.
- Get there early so you can test any AV equipment and get set up.
- Organize your handouts, displays and other props.
- If you don't know, acknowledge it and discuss how you can get back to the group. Have a notepad and paper handy to write down contact information.

## Follow-up

- Thank the group for allowing you to come
- Get information or answers to questions that came up that you couldn't answer or needed to get
- Share your social media channels with them
- If you took pictures, share on social media and tag them

# Display Tips



# Extension, Fairs and 4-H

## Training options

An overview of Ag in the Classroom and the resources we offer should be a part of any training. There is so much and in so many places that it will help both adult and youth leaders be able to customize their activities!

- Part of another 4-H training- offer an AITC section with hands-on activities that can be done at club meetings. This includes a variety of activities that can be done with cloverbuds, explorers, for June Dairy Month, or other project areas.
- A Science-based training and workshop- focus on the Soybean Science Kits that are placed around the state and available to use. We also have some excellent STEM activities. These can be incorporated into a variety of project areas.
- Training on how to set up a “Ag Venture” at their fair. How to plan, get supplies for, and then carry out a half day/one day/multi day activity for fairgoers.
- Farm Fact Focus- Using the WFBF Farm Facts and AFBF Facts, explore fun ways that a 4-H club do offer a trivia contest, quiz bowl, or informational/interactive display or activity.
- 4-H Week- review AITC activities that can be done to help celebrate 4-H Week and be a part of community outreach for a club
- 4-H County-Wide Ag Focus Event- can be a youth leader led day with a variety of activities, share sessions, hands-on projects, and other activities for youth in the county. Could also offer a career section for older youth.
- Food and AITC- connecting some of our fun food related AITC activities into the foods project area, a food event, or demonstrations that can be done at meetings
- Fair Display Prep- What AITC resources can be used when making barn displays, educating the non-farm public at the fair, and helping to counter some misconceptions about agriculture.
- An older youth event that focuses on careers in agriculture, STEM and natural resources. Could connect with the agriculture education/FFA departments on this.

## **THE FOLLOW-UP>>>> GETTING THEM TO THE FAIR!**

### **What are you offering at the fair?**

#### **For Teachers**

- Do you have any displays, areas or sections that focus on educational exhibits?
- Can you offer tours for teachers? Consider showing them some of the student's exhibits to give them ideas of what they can have students do for classroom projects.
- Would one of your 4-H leaders or agriculture education instructors be a tour guide for teachers?
- Can they get a pass to come to the fair- or free parking?
- Are there ways for the teacher to encourage their students from the previous year to attend the fair? Is there an activity they can do? Picnic area?

#### **For Students**

- Can you offer tours for kids? Consider showing them some of the student's exhibits to give them ideas of what they can have students do for classroom projects.
- Would one of your 4-H youth leaders or FFA members be a tour guide for teachers?
- Are there group or individual activities that can be offered?
- Bring back something from the classroom presentation that needs to be turned in. I.e. coloring sheet, form, survey.
- AgVenture- Petting Zoo- Kiddie Barn – Hands-on activities
- Conduct a scavenger Hunt around the fairgrounds.

### **Popular Fair Activities**

AgVenture Day- setting up a series of booths or tables with hands-on activities.

Petting Zoos or Kiddie Barns- displays that will be up throughout your fair. Consider the signage as you look at these displays. Is there information for various age levels- lower elementary, elementary, middle school, high school and adults?

Educational Areas- having one area or series of booths that have educational activities. Rotate the groups that are staffing the area if volunteers are short!

Financing these activities- sponsors, cooperating groups, community foundations, grants, if school related- is there funding,

## June Dairy Month Breakfast Ideas

### Tables and Display Area:

- You can purchase light-weight plastic 8-foot tables that are easy to carry and store. Tables can also be rented, or you can use several card tables.
- Tabletop displays can be ordered from display/office catalogs. You can also use the tri-fold boards that are less expensive. A tabletop display board is not necessary for a nice display.
- Use eye catching colors, pictures and items in your display that will attract people to the area. Computer generated signs will enhance the display and offer a variety of creative touches.
- A table skirt or tablecloth that goes to the ground will help cover your boxes and stored items under the table.
- Keep in mind that wind and the elements may blow your papers or get them wet (unless in a shed or under a tent). Be prepared for the weather by having holders for papers and a plastic covering if necessary.

### What to put in your display area?

- Have as many samples and hands-on experiences as you can. People will remember more if they can hold, touch, feel or smell something. See other side for activities and ideas.
- Keep in mind that many people have limited time and want to keep moving through the displays. Short, hands-on activities work best with items that are prepared in advance (i.e. cutting strings, punching holes in plastic bags, measuring out supplies).
- Instruction sheets for activities will make the activity a lasting educational experience if they can take it home and read it again.
- Information about your county Ag in the Classroom program including contact information of committee members, what resources or activities you offer, and other AITC information.
- A sign asking, "Are you a Teacher?" so that you can build your database of contact teachers. Have a sign-up sheet or card so they can fill out their name, address, school, grade taught, phone number and email.
- Wisconsin Ag in the Classroom Snapshot handout with your county information on the back
- Reserving the My American Farm tablets.
- Sign up sheets or cards for volunteers that may be interested in helping with AITC

### Serving food and Biosafety concerns:

- If you pass things out to eat, keep it simple and fast. If your display is part of an event that offers a meal, it may be easier to have your display concentrate on information and activities.
- Keep food and animals separate. It is important to have an area for hand washing.

- Special care is needed with small children that can't keep their hands out of their mouth or who don't understand the importance of washing hands before they put food into their mouth. This can be an issue with pre-school and daycare children.
- Don't serve any raw, unpasteurized milk or any dairy products made from raw milk. Each year people get sick from this and there are certain groups of people (young kids under five years old, pregnant women, the elderly and people with damaged or weakened immune systems) that are more at-risk from these products.
- Check with other resources for current biosafety and farm safety suggestions.
- Consider pre-wrapped items such as fortune cookies.

#### Hands-On Activities & Places to Get Information and Ideas

- Wisconsin Ag in the Classroom Website Resources [www.wisagclassroom.org](http://www.wisagclassroom.org)
- Plastic Bag Ice Cream - This classroom favorite is a great activity to make ice cream with freezer bags, rock salt, whipping cream and milk.
- Snacking Across Wisconsin- Make a trail mix using Wisconsin commodities!
- Beanie Baby - This unique activity gives students an opportunity to watch soybean seeds in various stages of germination and growth. It can also be done with corn seeds to make a Corn Baby.
- Homemade Butter - A simple activity that demonstrates how butter is made using pint jars and heavy whipping cream.
- The Farm Charm - An assembling activity that reminds us that farms are the source of the food that we eat, many of the clothes we wear, and materials we use for shelter.
- Circles of the Earth Bracelet - A unique craft project for kids that uses colored pony beads to represent how agriculture and the environment are connected.
- Pumpkin Patch Pie - A simple yet delicious classroom recipe using pie filling, baggies and graham crackers.
- "Wisconsin Farm Facts" can be ordered from Wisconsin AITC in bulk quantities.
- "Fun Facts about Wisconsin Agriculture" can be copied and handed out.
- Link to the USDA Website and visit other state's web sites for ideas and activities. Illinois AITC has an excellent section on hands-on activities and zip lock bag activities. [www.agclassroom.org](http://www.agclassroom.org)
- You can order Ag Mags (30 newspapers in a bundle) with an emphasis on dairy, pizza, careers, beef or biotechnology.
- Fun Faces tattoos are always popular
- Bookmarks- we have My American Farm and Farm Fact bookmarks
- Don't forget about the other Wisconsin commodities that can be highlighted and promoted.
- [www.agfoundation.org](http://www.agfoundation.org) – American Farm Bureau Foundation for Agriculture. Lots of great resources including Farm Fact pencils.

## Farm Tour Tips

### Before the classes arrive:

- Have a plan to control the tour. Divide the group up so that there is adult supervision in all groups. Set a limit on the number of kids coming so that the group isn't too large to manage.
- Recruit help if the group is large. Ask neighbors, family members, local FFA members or FFA Alumni members to help with the tours. Explain your expectations of their presentation or role in the tour.
- If you have people helping you with the tours, give them "talking points" about the farm or the area they are responsible for. (i.e. number of acres, crops raised, number of cows, where does the milk get shipped to). A map or layout of the farm or stations they'll be rotating in is also helpful.
- Talk with the teacher about their expectations and time limits. This will determine how much you can show the students, how much time they will have on the farm, and what detail you can go into.
- Check with your insurance company about your farm liability coverage.
- Find out if there are any special needs or other information you need to be aware of about any of the students. Wheelchair accessibility, food or animal allergies, and student behavior may require you to have someone work directly with that student.
- You may want to work with teachers to have a worksheet for the kids to fill out when they get back to school on things they have learned. You may also help the teacher think of good quiz questions.
- Take time to clean up walkways and other places that the class may tour. Most kids don't have "barn shoes" to wear on field trips so help the bus driver and teacher out by walking kids through dry and clean areas.
- If the class will be there for an extended amount of time, the need for restroom accessibility or portable toilets may be necessary.
- Plan for weather related factors- what if it rains, snows or is muddy?

### When classes visit your farm:

- Keep it simple. Be sure to explain any terms that kids might not understand. Make your presentation age appropriate – younger students won't understand rations, but high school students probably will. Avoid using too many statistics.
- Another way to manage the groups is to have different "stations" on the farm that the students rotate to. Plan to have a group leader lead the students from station to station. Stations may include the milk house, silo room, calf barn, milking barn or parlor, office, machine shed, etc.
- Have as many samples and hands-on experiences as you can. Students will remember more if they can hold, touch, feel or smell something. But be sure to keep safety in mind and have hand washing areas available!
- Show the kids the positive side of agriculture. Use discretion when explaining some farm practices. Don't dwell on the negative issues or things that can go wrong.



- Have a supply of paper towels, rags or other cleaning materials that is handy for the accidents (i.e. manure or mud on shoes).
- Once you start something, plan to do it with the whole group! If one student wants to sit on a tractor, plan that all the students will want to! Keep items like this in mind when planning your time schedule.

#### Keep safety in mind

- Don't allow kids to go in places where there are open chutes, augers running or other hazards.
- Consider hanging tools, electric fences, manure pits, chemicals, and sharp objects are kept and keep students from those areas. Consider closing off areas with rope or tape to encourage students to stay out of an area.
- If you are going to demonstrate something with a piece of equipment or machinery, ensure that a safe distance is kept between the students and the demonstration. Make sure an adult is watching for any hazards and can alert the operator to stop.
- Control the student's access to animals. Review where the animals are (i.e. pens, stanchions, free stalls, hutches) and how the students can see them without being in danger of being kicked, run over, or stepped on. Use your best judgment.

#### Serving food and Biosafety concerns:

- If you pass things out to eat, keep it simple and fast. Some kids take forever to eat! You should also consult with the teacher about any food allergies and have an alternative snack for those children.
- Keep food and animals separate.
- Consider serving any food products before the group tours the farm. You should still offer hand washing areas even if they just got off the bus.
- Special care is needed with small children that can't keep their hands out of their mouth or who don't understand the importance of washing hands before they put food into their mouth. This can be an issue with pre-school and daycare children.
- Don't serve any raw, unpasteurized milk or any dairy products made from raw milk.
- Keep all tour guests away from sick animals.
- Check with other resources for current biosecurity and farm safety suggestions.

#### Follow-up and other information

- If you are sending items back with the kids (cups, erasers, stickers), ask the teacher about putting them in a bag and send with the teacher to avoid problems on the bus.
- If any students or teachers had questions and you said you'd find out the answer, don't forget to follow-up on a timely basis.
- A short note to the teacher and class thanking them for visiting your operation and commenting on their questions, good behavior or other points, is always nice.

# Telling Agriculture's Story Planning Tool

What groups or activities are in my community/county that we could be working with?

Resources I should check out and use!

My goal is to reach out to:

Ideas for

Children

Adult Groups