

Arkansas 
farm to YOU 
School Manual



UofA

DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

Arkansas Farm to You School Manual

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Introduction

Background

Poor eating habits and sedentary lifestyles among Arkansas youth indicate the need to educate children on the importance of eating healthy and being physically active. According to the Arkansas Center for Health Improvement over one-third (38%) of youth in Arkansas are overweight or obese. Being overweight as a child increases the risk of developing diabetes and cardiovascular disease later in life. Eating habits and lifestyle practices develop early in life, that's why it is so important to promote healthy eating habits and physical activity during childhood. Providing nutrition education to school-age children is a great opportunity to contribute to the future of our state's well-being.

Major health concerns of youth* in Arkansas include the following:

- High prevalence of dental decay
- High rates of overweight and obesity.
- Limited physical activity.
- Low consumption of fruits and vegetables.
- Low consumption of milk, especially low-fat and fat free varieties

* (Arkansas Department of Health data, Youth Risk Behavior Surveillance Survey 2011, Arkansas Center for Health Improvement BMI report 2012, Natural Wonders report 2011)

Purpose

The *Arkansas Farm to You* Exhibit is designed to involve first through sixth grade students in learning the skills and choices for a healthy lifestyle. Children will learn about the link between agriculture, nutrition, good hygiene practices, physical activity and health. The messages utilize research-based information to address major health concerns of youth in Arkansas and incorporate the missions of the collaborating partners who include University of Arkansas Cooperative Extension Service (UACES) Family and Consumer Sciences, 4H and Agriculture Education programs and the Arkansas Department of Human Services SNAP-Ed program.

The exhibit is designed to enhance current UACES nutrition, health and agricultural programming. For maximum impact on nutrition- and health-related knowledge and behaviors, schools and community organizations should utilize the exhibit in combination with a series of nutrition education lessons offered by UACES. The purpose of the dual approach is to expand nutrition and health knowledge while building and practicing nutrition- and health-related skills. The *Serving Up My Plate* curriculum available from your County Extension Office is highly recommended. The *Serving Up My Plate* curriculum is matched to the Common Core Standards for English language arts and math; National Academy of Sciences standards for science; and American Cancer Society standards for health. (Appendix J)

Expected Outcomes

- Up to 20,000 Arkansas elementary school-age children are expected to participate in Extension nutrition education programs including the *Arkansas Farm to You exhibit* each year.
- *Arkansas Farm to You* will increase the awareness among parents, school personnel and community members of the importance of teaching children to practice lifelong healthy behaviors.
- Students will demonstrate increased awareness of the link between agriculture, nutrition and other health behaviors and their health.
- Students will learn about the digestive system by walking through the exhibit.
- Students' eating and health behaviors will improve.
- Students will have greater intent for increasing fat-free, low-fat or reduced-fat milk; increasing fruit and vegetable consumption and increasing physical activity.
- Elementary schools and community programs targeting elementary school age children will increase nutrition and health programming efforts in the classroom.

General Information

Description

The *Arkansas Farm to You* is a 40-foot by 40-foot enclosed walk-through exhibit and has nine stations. Small groups of approximately eight students begin the educational, interactive experience at the Arkansas Plate Farm where they learn that food comes from farms. The second station is called the market, where the students learn about the transportation, processing and packaging of food from the farm to the market. The third station is the Healthy Café where students learn to pick and choose a variety of foods for a healthy and balanced diet. From here the students will follow food through the digestive system, the muscles, bones and skin. At each station, community or school volunteers use a written script to provide students with an approximately six-minute message and activity related to the specific station. To better address the Arkansas Department of Education frameworks, the mouth, bone and muscle stations have different scripts for Grades K - 3rd and 4th - 6th.

Classrooms will be divided into small groups of 8 students to progress through the exhibit. All groups must start at station one, The Arkansas Plate, causing some students to be delayed in beginning while others will need to wait at the end for their classmates to complete the exhibit. While in transition prior to beginning the exhibit, students will participate in a physical activity led by the volunteer accompanying them through the exhibit.

While students are progressing through the exhibit, the exhibit coordinator will be responsible for keeping time and blowing a whistle or other auditory device at six minute increments. At each whistle blow students will progress to the next station.

Details

- Cost
 - \$450.00 for 300 or less children
 - \$1.50 per child for 301 or more children
- Students and the Exhibit
 - Students will be led through exhibit in groups of 8
 - Each student group must be accompanied by a teacher, other adult or older youth.
 - A maximum of 450 students can participate in the exhibit per school day. Any more students will require an extra day.
- Time Requirements
 - Every 6 minutes a group of 8 students can start the exhibit (See Appendix H)
 - It will take 1 hour for a group to complete the *AR Farm to You* experience.
- Indoor space required
 - Minimum area: 40 feet by 40 feet
 - Minimum 10 feet high ceiling.
- No food or drinks are allowed inside the exhibit.
- *AR Farm to You* exhibit can go from school to school or be set up in a convenient location where several schools can participate.
- Suggested volunteers for *AR Farm to You* exhibit:
 - parents
 - grandparents
 - high school students
 - 4-H Jr. Leaders
 - 4-H volunteers
 - community members
 - college students
 - PTA/PTO volunteers
 - Arkansas Extension Homemakers volunteers
- Volunteer Presenters
 - 10 for all day or 20 for 2 shifts
 - Enthusiasm counts - The more enthusiastic the presenter, the more the children will enjoy and remember the experience.
- Volunteer Set-up and Take-down Crews
 - 8 - 10 volunteers needed
 - No small children should be present during set-up or take-down

Policies and Procedures

Responsibilities of the *AR Farm to You* Exhibit Coordinator

- Coordinate the marketing of *AR Farm to You Nutrition* exhibit with FCS/4H educators.
- Schedule the exhibit with schools and refer school coordinator to county Extension FCS agent and *AR Farm to You website* for additional information.
- Work with county Extension office to ensure the school coordinator has access to the exhibit manual and scripts at least 4 weeks before the *AR Farm to You* exhibit day.
- Work with county Extension office to contact local media.
- Deliver the exhibit and props to the school the day before the scheduled exhibit date.
- Direct and assist the volunteers in the set up and take down of the exhibit.
- Provide a short orientation for the station presenters prior to the beginning of the exhibit.
- Answer any questions the school coordinator or the volunteers may have about the exhibit.
- Collect participation reports from school coordinator.
- Do follow - up with school coordinator to make sure all evaluations are complete.

Setting up the Farm to You Exhibit

The exhibit **MUST BE SET UP INDOORS**. On most days, the exhibit will be set up the day before the scheduled school date. The set up time will be arranged between the school coordinator and the exhibit coordinator prior to the *AR Farm to You* exhibit day. Usually it will take $1\frac{1}{2}$ to $2\frac{1}{2}$ hours to set up the exhibit.

The Exhibit will not be taken down for lunch. If students eat in the same area where the exhibit is going to be set up arrangements to eat

somewhere else should be made ahead of time. (picnic outdoors, sack lunches eaten in classroom).

The Exhibit will be taken down immediately after the last group of students finishes the exhibit tour. Usually it will take 1 -1½ hours to take down the exhibit and load everything in the van.

The *AR Farm to You* exhibit is 40 foot x 40 foot, there should be enough space to walk completely around the outside of the exhibit once it is in place. In addition, children will need space as they enter and leave the exhibit.

Damage to the Exhibit

The exhibit framework, fabric covers, graphic panels and props are designed to withstand the stress of daily handling, packaging and traveling; however these materials are **not** indestructible. The students and volunteers are expected to handle all exhibit components with care. Items should not be dropped, tossed or thrown during set up or take down of the exhibit. **Any damages occurred as a result of intentional mishandling or carelessness will be charged to the school.**

Cancellations

Unplanned circumstances may occasionally force the cancellation of the *AR Farm to You* exhibit. Some of the reasons to cancel are:

- Illness of the exhibit coordinator: In this case the school will be contacted as soon as the University of Arkansas Cooperative Extension Service is aware of the situation. The school will be given scheduling priority for a second date.
- Inclement weather: If school is cancelled due to inclement weather or the inclement weather prevents the *AR Farm to You* exhibit van from traveling, the school will have an opportunity to schedule the exhibit at the next available time. If the exhibit is set up at a school and the school is dismissed because of inclement weather, it is still the school's responsibility to have volunteers to help take down the exhibit.
- Failure to recruit the appropriate amount of volunteers
- Cancellation by the school should be made as soon as possible.

Responsibilities of the School Coordinator

- Have indoor space available for the *AR Farm to You* exhibit the night before the scheduled exhibit date. The floor should be swept and clean.
- Recruit 8-10 adult volunteers to set-up the exhibit and 8-10 adult volunteers to take down the exhibit. (See volunteer recruitment letter, Appendix G).
- Recruit 10 (20 for 2 shifts) adult volunteers for the stations of the exhibit. The more enthusiastic the presenter, the more the children will learn and remember. Enthusiastic volunteers are essential to creating the ideal *AR Farm to You* exhibit experience, start recruitment early to ensure that you have enough people for all the jobs. **Without volunteers *AR Farm to You* will not happen.**
- Distribute teacher memo describing and explaining the activity. (See Appendix F)
- Complete the Participation Report and give it to the *AR Farm to You* exhibit coordinator and the end of the day. (See Appendix A)
- Complete the Exhibit Evaluation Form (See Appendix I) and send it by mail or fax to the Farm to You Coordinator: Fax: 501- 671-2294.
- Follow the school coordinator checklist of things to do.

School Coordinator Checklist of Things to Do

3 weeks before the *AR Farm to You* exhibit

- Obtain (from county agent or download from UA Extension website) and make copies of the exhibit manual and memos.
- Recruit 8 - 10 adult volunteers to set up the exhibit (See Appendix C)
- Recruit 8-10 adult volunteers to take down the exhibit (See Appendix D)
- Recruit 10 adult volunteers (20 for 2 shifts) to be station presenters.
- Notify the cafeteria manager of the exhibit visit and see if is possible to have a variety of fat-free and low fat milk, whole grains, fruits and vegetables during the week of the *AR Farm to You* exhibit visit.
- Arrange indoor space for the exhibit to be set up.

1 week before the *AR Farm to You* exhibit

- Provide station script to volunteers who will present at each *AR Farm to You* station so they become familiar with the script. Note: each station is already set up with a flip chart script. So memorizing the script isn't necessary but, it is helpful to be familiar with the script. You can contact your county agent for copies of the station scripts.
- Complete classroom schedule and send it to teachers. (See Appendix B)
- Decide if you will provide any snacks or refreshments for the volunteers

The day before the *AR Farm to You* exhibit

- Verify indoor space for the exhibit to set up.
- Arrange for parking where the exhibit van will unload.
- Remind teachers and cafeteria manager that tomorrow is the *AR Farm to You* exhibit day!
- Remind volunteers that tomorrow is the *AR Farm to You* exhibit day!
- Purchase any snacks or refreshments for volunteers (water is the best choice).

***AR Farm to You* exhibit day**

- Make a school announcement linking the *AR Farm to You* exhibit to eating healthfully.
- Complete the Participation Report and give it to the exhibit coordinator at the end of the day. (See Appendix A)

Within one week after the *AR Farm to You* exhibit

- Complete the Exhibit Evaluation Form and send it by mail or fax to the *AR Farm to You* Coordinator. (See Appendix I)
- Gather the evaluations and send them by mail to the *AR Farm to You* exhibit coordinator.

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Appendix A. Participation Report

Please complete and give to the *AR Farm to You* Exhibit Coordinator on the day the exhibit visit your school.

School Name: _____

School Address: _____

Date of Exhibit Visit: _____

School Coordinator's Name: _____

School Coordinator's Phone Number: _____

Number of Participating Teachers: _____

Number of Volunteers: Educ: _____ Parent/grand: _____ 4-H: _____

Others: _____ TOTAL: _____

Number of Participating Students: _____

- Kindergarten _____
- 1st Grade _____
- 2nd Grade _____
- 3rd Grade _____
- 4th Grade _____
- 5th Grade _____
- 6th Grade _____
- TOTAL _____

Comments:

Appendix E. Station Presenters

Exhibit School Coordinator: _____ Phone: _____

Note: Make 2 copies of this form, one for morning and one for afternoon shifts.

Shift Time: Morning _____ Afternoon _____

Station	Volunteer Name	Phone number
AR Plate Farm		
Market		
Healthy Café		
Mouth		
Stomach		
Small Intestine		
Muscle		
Bone		
Skin		
Station Assistant and back- up Person		

*Note: If possible, it is helpful to have one or two extra volunteers to entertain students as they wait to enter the exhibit and as they wait to leave the exhibit area. Think of quiet games and physical activities the students can do as they wait.

Appendix F. Teacher Memo

To: All Teachers

From: (Name School Coordinator) RE:

Arkansas Farm to You exhibit

Date: (Day of the week, day, month and year of letter sent)

The *AR Farm to You*, a traveling exhibit, will visit our school on (date). The *AR Farm to You* exhibit is a unique educational program designed to involve kindergarten through sixth-grade students in learning the skills and choices for a healthy lifestyle. The *AR Farm to You* exhibit is a collaboration of University of Arkansas Cooperative Extension Service (UACES) Family and Consumer Sciences, 4-H and Agriculture Education programs and the Arkansas Department of Human Services SNAP-Ed program.

It will take approximately one hour for a group of students to go through the exhibit. A schedule for the day is attached. Please check the times for your class. **We ask that you and your students report to the (exhibit location) five minutes before your scheduled time.**

Please help keep the exhibit clean and in good condition by observing the following:

- Students may touch the props when invited by the presenter. Please ask students not to hit, push, or touch the exhibit covers and fabrics.
- Students should not touch the artwork inside the exhibit unless asked to do so.
- No running in the exhibit and no horseplay that might cause damage to the exhibit.
- **You must tour the exhibit with your students**

For more information on the exhibit or if you have any questions please do not hesitate to contact me.

Appendix G. Volunteer Recruitment Letter

To: Volunteers (parents, grandparents, high school students, 4-H leaders/volunteers)

From: (Name School Coordinator)

RE: ***AR Farm to You*** exhibit

Date: (Day of the week, day, month and year of letter sent)

The *AR Farm to You*, a traveling 40 ft. by 40 ft. walk - through exhibit, will visit the (name school) on (date). The *AR Farm to You* exhibit is a unique educational program designed to involve kindergarten through sixth-grade students in learning the skills and choices for a healthy lifestyle. The exhibit is a collaboration of University of Arkansas Cooperative Extension Service (UACES) and the Arkansas Department of Human Services SNAP-Ed program

Your expertise is needed; please consider one of the following ways you can get involved:

- **Set-up exhibit:** Set-up will be the day or night before exhibit day (date) 6 - 8 adult volunteers are needed.
- **Take-down exhibit:** Take down exhibit will be on (date) 6 - 8 adult volunteers are needed.
- **Station Presenters:** The exhibit has 9 different stations. Volunteer presenters are needed at each station for the morning shift and for the afternoon shift. Easy to understand scripts will be provided ahead of time. The only requirement is enthusiasm for working with children!!!

For more information on the exhibit or if you have any questions please do not hesitate to contact me. Please complete the form below and return it to me by: (date)

YES!!!! I can help with the *AR Farm to You* exhibit. I will:

Set-up ____ Take-down ____ Be morning presenter ____

Be afternoon presenter ____ Be an All-day presenter ____

Name: _____ Phone number: _____

Appendix H. Student Groups Schedule

The *AR Farm to You* exhibit works smoothly when everyone involved with the event is flexible and willing to make minor changes in daily schedule as needed. The volunteer station presenters should plan to arrive minimum 30 minutes prior to the scheduled start time. We ask that teachers bring their students to the exhibit area 5 minutes ahead of their scheduled time. Students will spend approximately 6 minutes at each of the 9 exhibit stations. It will take approximately one hour for a group of students to go through the exhibit. A five minute break for station presenters may be schedule every 60 minutes. More frequent breaks are disruptive to the flow of the exhibit. The exhibit works best if the volunteers eat at different times. Each volunteer presenter should go to lunch as the last students exit their station. To be more time efficient, allow only a 30 minute lunch break between the morning and afternoon shifts.

Sample Student Groups Schedule

400 students (10 students per group, 40 groups)

Start at:	End at:	Start at:	End at:
8:30	9:30	10:40	11:40
8:36	9:36	10:46	11:46
8:42	9:42	10:52	11:52
8:48	9:48	10:58	11:58
8:54	9:54	11:04	12:04
9:00	10:00	11:10	12:10
9:06	10:06	11:16	12:16
9:12	10:12	11:22	12:22
9:18	10:18	11:28	12:28
9:24	10:24	30 minute lunch	
9:30	10:30	12:58	1:58
5 minute break		1:04	2:04
9:41	10:41	1:10	2:10
9:47	10:47	1:16	2:16
9:53	10:53	1:22	2:22
9:59	10:59	1:28	2:28
10:05	11:05	1:34	2:34
10:11	11:11	1:40	2:40
10:17	11:17	1:46	2:46
10:23	11:23	1:52	2:52
10:29	11:29	1:58	2:58
5 minute break			

Appendix I. AR Farm to You Evaluation Form

School Name _____ School Exhibit Coordinator _____

Contact Information _____ Exhibit visit date _____

1. Number of teachers whose students participated in the exhibit: _____
2. Number of students that participated in the exhibit: _____
3. Did all teachers receive a copy of the Farm to You exhibit manual? Yes _____ No _____
4. Was the exhibit manual helpful?
Yes _____ No _____ Not sure _____
How could it be improved? _____

5. Was the Farm to You exhibit educational and appealing to students?
Yes _____ No _____ Not sure _____
How could it be improved? _____

6. Did you use the Farm to You Activity booklet?
Yes _____ No _____ Not sure _____
If so did the students find it appealing? How could it be improved? _____

7. Was the Exhibit Coordinator friendly, helpful and informative?
Yes _____ No _____ Not sure _____
8. Have any teachers used lessons from University of Arkansas Cooperative Extension Service such as *Serving Up My Plate* for health or nutrition education?
Yes _____ No _____ Not sure _____
9. Please write down any other comments or suggestions about the Farm to You exhibit and specific comments made by the students about the exhibit

Please mail or fax the evaluation to: *AR Farm to You* Coordinator
2301 S. University Ave.
Little Rock, AR 72204 or Fax to: 501-671-2294

Appendix J. *Serving Up My Plate* Curriculum Standards

Level K - Kindergarten		Level 2 - 3 rd & 4 th Grade	
English Language Arts: K.1 K.5(a) K.6 K.7 Science: A F	Health: 2.2.1 5.2.1 5.8.6 8.2.1 Mathematics: K.CC.4 K.CC.5	English Language Arts: 3.1, 4.1 3.2, 4.2 3.4, 4.4 3.6, 4.6 3.9, 4.9 3.10, 4.10 Science: A F	Health: 1.5.1 2.5.2 5.5.5 6.2.1 8.5.1 Mathematics: 3, 4

Level 1 - 1 st & 2 nd Grade		Level 3 - 5 th & 6 th Grade	
English Language Arts: 1.1, 2.1 1.2, 2.2 1.4, 2.4 2.6 Science: A F	Health: 1.2.1 5.2.1 5.8.6 8.2.2 Mathematics: 1, 2	English Language Arts: 5.1, 6.1 5.2, 6.2 5.4, 6.4 5.5, 6.5 5.6, 6.6 5.7, 6.7 5.10, 6.10 Science: A F	Health: 1.5.1 2.5.2 2.8.2 5.5.5 6.2.1 8.2.1 8.5.1 Mathematics: 5, 6