



## **PLANNING A SCHOOL FAIR:** ***A guide for the School Coordinator***

There are many ways for your school to participate in New Brunswick's Heritage Fair Program. Ideally, your School Fair will be a celebration that includes the entire school and acknowledges the achievements of all students. Although the Provincial Fair is only open to students in grades 5 to 9, students of all ages are encouraged to create projects and participate in your School Fair. You can plan your Fair for any time before the end of April.

**Please note: these guidelines are intended as suggestions only.** If this is your first School Fair, you will almost definitely want to start with a less elaborate plan and work up to the type of Fair described below.

**Due to the unique restrictions of the 2020-2021 school year, your School Fair will likely need to modify certain aspects to meet social distancing requirements and conform to your school's operational plan.**

You are encouraged to revise this plan to fit your circumstances. You may want to consider displaying the projects in a classroom or multipurpose room for tours by other students and staff, and you should think about having your students visit other classes to do short oral presentations on their topics. Remember that the goal is to share information and to create a celebration by including as many students as possible.

### **STAGE ONE: PRE-PLANNING**

As a School Fair Co-ordinator, you should:

- Make sure your school is officially registered by completing a Registration Form, available on the Heritage Fairs website (link at the end of the document).
- Promote your Heritage Fair to other teachers and invite all classes to participate.
- Select a date (or dates) for your School Fair: check the school calendar for conflicts. Make sure you've allowed enough time to participate in a Regional Heritage Fair in April or May.
- Distribute information to all participating teachers.
- Familiarize yourself with the guidelines and criteria for student projects, as well as Regional Heritage Fair award criteria.
- Encourage teachers to contact museums or community groups as a resource for student research.
- If needed, recruit a committee of other staff members, and give each person a specific job.

## **STAGE TWO: SPECIFIC PLANNING**

Make sure to:

- Set the official date(s) and times for your School Fair, considering other school and district-wide activities like field trips, after school sports, etc. You can plan your Fair for any time before the end of April.
- Book the area(s) of the school you will be using (gym, library, front foyer, etc). Check with your administration to ensure that your plan meets the Operational Plan guidelines.
- Consider alternate arrangements for viewing and judging in order to respect distancing guidelines. For example, students can present their projects to judges via tools such as Microsoft Teams or Zoom, or the judges can be teachers at your school.
- Remember to plan time in your schedule for set-up and take-down of projects.
- Read the judging guidelines, attached to this document.
- Plan to include every student in the school, even those not creating projects.
- Make sure that all teachers involved are familiar with project guidelines and award criteria.

## **STAGE THREE: PREPARING YOUR SCHOOL FAIR**

The School Fair Coordinator is the person at the centre of it all, who will work with all teachers and committees. You should know exactly what is happening and be able to answer questions from administration, other staff, and parents. You should copy printed information for all teachers involved in the Fairs Program. You will also be responsible for receiving and distributing information from the Provincial Heritage Fair Coordinator as well as the Regional Heritage Fair Coordinator and must make sure that all forms are submitted in advance of stated deadlines.

### **Student Activities / Speakers**

You can plan a program of heritage-related activities for students that will supplement the Fair and sustain their interest in History once the event is over. You can think about an official opening for your School Fair, and might also want to consider educational workshops, cultural performances, guest speakers, etc.

You can also invite special guests, like teachers in other schools, administrators, school board members, local politicians, etc. You should also invite regional Heritage Fair coordinators to visit your School Fair. If you are having an official opening, you might want to ask some of these dignitaries to speak to the students. Remember that these guests can connect to your school via an online format, or create a pre-recorded presentation.

### **Judging & Awards**

You will supervise the evaluation of projects and the recognition of student achievement. The first task should be to decide on a type of judging / evaluation system.

- If using judges, create a list of possible volunteers. As a rule of thumb, each judge may look at 4 to 6 projects. (Invite more than you need!)
- Send a confirmation package with basic info like time, place, sample evaluation form, possible questions, etc. You might want to plan an orientation session.

- If needed, prepare a judging package with an ID tag, a list of the projects and students, a map of project locations, evaluation forms, and comment sheets for each judge.
- After your School Fair, compile the judging results and (where applicable) select which students will represent your school at the Regional Heritage Fair. Once you've confirmed the number of participants, your regional coordinator will let you know how many students can attend the Regional Fair (see Stage 5 below).
- Prepare certificates or other awards to celebrate the achievements of all students.
- Send thank-you notes to all judges who participated.

### **Publicity**

You can send information about your School Fair to local media outlets in advance of and after the event. (Don't forget your own school newsletter and website!)

- First, check with your school administrator before publicizing the fair.
- Send a publicity notice home to parents with every student a week in advance.
- Arrange to have photographs taken of the students, projects, and activities at your Fair. Remember to check school-level photo release permission forms.
- If your school will be participating in a Regional Heritage Fair, send a Media Release form home with students, requesting parental permission for publication of photos, video and student names on the Internet.
- After your event, send another press release to follow up. Write about the student activities, guest speakers, stories shared, and the most creative projects.

### **Logistics**

Do not forget the physical details of the School Fair.

- Make sure that student needs for tables, chairs and special equipment are met, including electrical outlets.
- Create a plan for set-up in advance: decide where projects will be placed. Make this map available to everyone involved.
- Where applicable, make table numbers and project markers for easy identification.
- If necessary, plan a space for a judges' lounge where they can complete their forms.

- Make sure that any borrowed equipment is returned promptly.

## **STAGE FOUR: THE BIG DAY!**

Here are a few things you should remember for your School Fair:

- Have a plan for the day outlined.
  - Do you have an opening ceremony? If so, when does it start, what is the order of speakers, etc.
  - Will all students be judged at the same time? Will you have guest speakers or workshops? Will you have a “Group A, Group B” type of rotating setup?
  - Are you planning on having a closing/award ceremony? If so, when does it start, what is the order of speakers, etc.
- Have a few people on hand to help you with anything that might need attention during your heritage fair.
  - These people can help troubleshoot any issues that come up during the day.
  - If you need extra tables, new microphone cables, someone to meet a guest speaker at the door, etc.
- Make sure you give yourself plenty of time between events for students to get ready for the next activity. This also gives you time to address any issues in between activities if needed without running late. 10 minutes is a good place to start. Depending on how elaborate your fair is, you may want to push it to 20 minutes.
- Delays may happen. This is absolutely normal. Even with stellar planning, you may hit a few small roadblocks. Be flexible, and don't shy away from modifying your schedule if the need arises.

## **STAGE FIVE: REGIONAL FAIR SELECTION**

You will have been notified of the number of student places available for your school at the Regional Heritage Fair. Whatever judging or evaluation system you have used, you

will need to select students to represent your school. These guidelines may help your selection:

- choose a variety of project categories
- choose a variety of student ages and genders
- choose projects that will fulfill provincial and national awards criteria.

For your information, here are the awards that will be given at the Regional Fair:

- The New Brunswick Provincial Showcase Award
- The New Brunswick Historic Places Award (sponsored by the Heritage Branch, Province of New Brunswick)
- The New Brunswick St. Croix 2004 Award (sponsored by the Department of Intergovernmental Affairs, Province of New Brunswick)
- The New Brunswick Museum Award of Merit (sponsored by The New Brunswick Museum)
- The Council of Archives New Brunswick Award (sponsored by the Council of Archives New Brunswick)
- The New Brunswick Sport Legacy Award (sponsored by the New Brunswick Sports Hall of Fame)
- The New Brunswick Labour History Award (sponsored by the New Brunswick Federation of Labour)
- The New Brunswick Department of Aboriginal Affairs Award for the Celebration of Aboriginal Heritage (sponsored by the New Brunswick Department of Aboriginal Affairs)
- The New Brunswick Provincial Commemorations Award (sponsored by the Heritage Branch, Province of New Brunswick)
- The Brigadier Milton F. Gregg, V.C., Military History Award (sponsored by The Gregg Centre for the Study of War & Society)
- The ELLE Award (sponsored by the Women's Equality Branch, Province of New Brunswick)
- Canada's History Medal and Young Citizens Award (sponsored by Canada's History Society)

Note: Some regional fairs have additional awards. For more information, please contact your regional coordinator.

We strongly suggest that the Regional participants from your school be enthusiastic, courteous, co-operative and willing to follow instructions. Please be sure that your chosen students have agreed to attend the Regional Heritage Fair for the entirety of that event

and will follow the planned schedule of activities. Remember that the Regional Fair volunteers will have deadlines for registration forms, and make sure your students submit their information in advance.

Please make sure that the students you select for the Regional Fair are aware that they may be chosen to attend the Provincial Fair in June. Clearly communicate this information to parents.

*For more information about the Heritage Fairs Program in New Brunswick, please contact your Provincial School Fair Coordinator.*

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<http://bit.ly/HeritageFairs2021>



## **New Brunswick Department of Aboriginal Affairs Award for the Celebration of Aboriginal Heritage**

*“In recognition of outstanding achievement in celebrating  
an aspect of Aboriginal history, heritage, or culture within New Brunswick”*

**One award per Regional Heritage Fair site.**

**Regional Heritage Fair Committees will coordinate this award.**

- May be awarded to an individual or a group project.
- A student may only receive the award once during their participation in heritage fairs.
- In the same fair, a student award recipient may also be selected as a delegate to the Provincial Heritage Fair but may not receive another award/medal.

**Criteria for the award:**

- The project may be presented in English, French, or an Aboriginal language, at any grade level.
- The project must have an Aboriginal theme or perspective.
- The project should express an appreciation for Aboriginal history, heritage, or culture.
- The project and students must demonstrate a clear understanding of the Aboriginal theme chosen for study.
- The project should use resources that accurately and appropriately reflect Aboriginal perspectives and voices.
- Students must demonstrate enthusiasm for, and reflection on, the topic.

**The recipient will receive:**

- a commemorative plaque;
- a gift from the New Brunswick Department of Aboriginal Affairs.

The recipient's school will receive a commemorative Dreamcatcher trophy (loaned for one year).



## **The Council of Archives New Brunswick Award**

*“In recognition of Archival Research”*

**One award per Regional Heritage Fair site.**

**Regional Heritage Fair Committees will coordinate this award.**

- May be awarded to an individual or a group project.
- A student may only receive the award once during their participation in heritage fairs.
- In the same fair, a student award recipient may also be selected as a delegate to the Provincial Heritage Fair but may not receive another award/medal.

**Criteria for the award:**

- The project must have a theme relating to New Brunswick, the Atlantic Region or Canada.
- The student should demonstrate a knowledge of the difference between primary and secondary resources.
- The student should demonstrate the use of original works and include citations in their project.

**The recipient will receive:**

- a commemorative plaque;
- a gift from the Council of Archives New Brunswick.

The recipient's school will receive a commemorative trophy (loaned for one year).



## **ELLE Award**

*"Equality, Liberty / Liberté, Égalité"*

**One award per Regional Heritage Fair site.**

**Regional Heritage Fair Committees will coordinate this award.**

- May be awarded to an individual or a group project.
- A student may only receive the award once during their participation in heritage fairs.
- In the same fair, a student award recipient may also be selected as a delegate to the Provincial Heritage Fair but may not receive another award/medal.

### **Criteria for the award:**

- The theme is New Brunswick women's history and highlights an aspect of women's lives, their individual or group accomplishments or their individual or group struggle for equality and/or liberation.
- The project shows originality in the choice of topic, approach or analysis.
- The project gives a feeling for the thoughts and experiences of the women and groups who were involved in the historical event(s).
- The project is based on solid historical research and presents the appropriate dates and facts that are important to our understanding of the historical events.

### **The recipient will receive:**

- a commemorative plaque;
- a gift from the Women's Equality Branch.

The recipient's school will receive a commemorative trophy (loaned for one year).



## **The Brigadier Milton F. Gregg, VC, Award**

*“New Brunswick and the Experience of War”*

*The Brigadier Milton F. Gregg, VC, Centre for the Study of War and Society at the University of New Brunswick is pleased to sponsor a Regional Heritage Fair award in the name of a distinguished New Brunswick soldier, educator and statesman, Milton Fowler Gregg. This award will be given to the best project on the general subject of “New Brunswick and the Experience of War”.*

**One award per Regional Heritage Fair site.**

**Regional Heritage Fair Committees will coordinate this award.**

- May be awarded to an individual or a group project.
- A student may only receive the award once during their participation in heritage fairs.
- In the same fair, a student award recipient may also be selected as a delegate to the Provincial Heritage Fair but may not receive another award/medal.

**Criteria for the award:**

- The Project must focus on some aspect of the Gregg Centre’s mandate to study the “causes, course or consequences” of armed conflict, from the battlefield, to the home front, to the legacy of war.
- The Project must be either on a distinctly New Brunswick theme or highlight the role of New Brunswickers in National or International events.
- The Project must demonstrate a high level of enthusiasm for learning.
- The Project should demonstrate creativity in presentation.
- The Recipient should demonstrate a dedicated, determined and creative approach to historical research.

**The recipient will receive:**

- a commemorative plaque;
- a gift from the Gregg Centre for the Study of War & Society.

The recipient’s school will receive a commemorative trophy (loaned for one year).



## **The New Brunswick Historic Places Award**

*“In recognition of New Brunswick’s Historic Places”*

**One award per Regional Heritage Fair site.**

**Regional Heritage Fair Committees will coordinate this award.**

- May be awarded to an individual or a group project.
- A student may only receive the award once during their participation in heritage fairs.
- In the same fair, a student award recipient may also be selected as a delegate to the Provincial Heritage Fair but may not receive another award/medal.

**Criteria for the award:**

- The project must have a New Brunswick heritage theme and tell the story of an historic place in the student’s community.
- The project best exemplifies an historic place in the student’s community.
- The student shows a high level of enthusiasm for learning about New Brunswick heritage and historic places.
- The student shows a high level of determination and dedication to research the topic.

**The recipient will receive:**

- a commemorative plaque;
- a gift from the New Brunswick Department of Tourism, Heritage and Culture.

The recipient’s school will receive a commemorative trophy (loaned for one year).

\*\* Students are encouraged to use the New Brunswick Register of Historic Places and/or the Canadian Register of Historic Places in developing their projects:

<https://www.rhp-rlp.gnb.ca/PublicSearch.aspx>

<http://www.historicplaces.ca/>



## **The New Brunswick Labour History Award**

*“Recognizing the place of workers in New Brunswick History”*

**One award per Regional Heritage Fair site.**

**Regional Heritage Fair Committees will coordinate this award.**

- May be awarded to an individual or a group project.
- A student may only receive the award once during their participation in heritage fairs.
- In the same fair, a student award recipient may also be selected as a delegate to the Provincial Heritage Fair but may not receive another award/medal.

### **Criteria for the award:**

- The project must present a topic related to the history of work and/or labour as part of New Brunswick heritage.
- The project may focus on people (individuals or groups), events (local or provincial), organizations (small or large) or places (in New Brunswick) that shed light on the history of workers in the province.
- The project should demonstrate use of relevant sources and present research results in ways that will interest fellow students and to members of the public.
- Students show enthusiasm and resourcefulness in exploring the role of work and labour in New Brunswick history.

### **The recipient will receive:**

- a commemorative plaque;
- a gift from the New Brunswick Federation of Labour.

The recipient's school will receive a commemorative trophy (loaned for one year).

\*\* Students are encouraged to make use of the New Brunswick Labour History website (<https://archives.gnb.ca/lhtnb/>) and the Atlantic Canada Portal (<http://atlanticportal.hil.unb.ca/>), among other available resources, in developing their projects.



**NEW BRUNSWICK MUSEUM** MUSÉE DU  
**NOUVEAU-BRUNSWICK**

## **The New Brunswick Museum Award of Merit**

*“Recognizing commitment and passion for New Brunswick Heritage”*

**One award per Regional Heritage Fair site.**

**Regional Heritage Fair Committees will coordinate this award.**

- May be awarded to an individual or a group project.
- A student may only receive the award once during their participation in heritage fairs.
- In the same fair, a student award recipient may also be selected as a delegate to the Provincial Heritage Fair but may not receive another award/medal.

**Criteria for the award:**

- The project must have a New Brunswick heritage theme – artistic, natural or human history.
- The project best exemplifies a personal passion and individual commitment to New Brunswick heritage.
- The student shows a high level of enthusiasm for learning about New Brunswick heritage.
- The student shows a high level of originality and initiative in developing their project.
- The student shows a high level of determination and dedication to research the topic.

**The recipient will receive:**

- a commemorative plaque;
- a gift from the New Brunswick Museum.

The recipient's school will receive a commemorative trophy (loaned for one year).



**New Brunswick Remembers:  
The New Brunswick Provincial Commemorations Award**

*“Celebrating New Brunswick’s past, present and future”*

**One award per Regional Heritage Fair site.**

**Regional Heritage Fair Committees will coordinate this award.**

- May be awarded to an individual or a group project.
- A student may only receive the award once during their participation in heritage fairs.
- In the same fair, a student award recipient may also be selected as a delegate to the Provincial Heritage Fair but may not receive another award/medal.

**Criteria for the award:**

- The project must have a New Brunswick-in-a-Canadian-context heritage theme and tell the story of:
  - a commemorative event, location or person;
  - how this commemoration reflects the history, aspirations, and democratic traditions of New Brunswick.
- The student demonstrates a clear understanding of the Historical Thinking concept "[historical significance](#)".
- The student shows a high level of enthusiasm for learning about New Brunswick and Canadian heritage.
- The student shows a high level of determination and dedication to researching the topic.

**The recipient will receive:**

- a commemorative plaque;
- a gift from the New Brunswick Department of Tourism, Heritage and Culture.

The recipient’s school will receive a commemorative trophy (loaned for one year).



## **New Brunswick Provincial Showcase**

The Provincial Heritage Fair is a non-competitive history camp with a provincial exposition of student projects. Students and teachers from across New Brunswick share their stories and learn about other parts of our province.

It is most important that the student and project are very carefully selected. The project must be of a high standard and must comply with Provincial Project Guidelines. Project size is an important factor. The student that represents the project must be carefully considered. The student must be between the ages of 10 to 15 years, and he/she should be able to follow instructions, function independently and maintain a rigorous schedule.

The process to select a student to attend the Provincial Heritage Fair should be comprised of two processes. The first part involves a Judges Committee whose responsibility is to review the projects. The second part of the process involves a committee from within the Regional Heritage Fair site. This committee reviews the judges' recommendations and makes the final selection(s).

To assist in these processes, all projects should be registered in advance of the Regional Heritage Fair (see web site "School Project Registration" form, to be completed by each participating school/class) and must clearly indicate if the project is to be considered for the Provincial Heritage Fair. A signed parental consent form must be submitted for those students wishing to be considered for the Provincial Heritage Fair (see website).

### **Selection Criteria:**

One award per Regional Heritage Fair site. Group projects are also eligible.

- Project must have a Canadian theme - history, geography or heritage - and entail some research conducted by the participants. Projects can be specific to one time-period or display a thematic development or progression.
- Students may prepare projects as individuals or in groups.
- Students must provide written research that was undertaken in developing their projects.
- Project must be ready for display and should not exceed: 80 cm in depth, 150 cm in width, 100 cm in height.
- Students may only receive the award once during his /her participation in heritage fairs.
- In the same fair, the award recipient(s) may also be selected as another award/medal recipient.

### **The recipient will receive:**

- An invitation to participate in the Provincial Showcase in June, where he/she will be presented with a Provincial Medal by the Lieutenant-Governor of New Brunswick;
- Recognition on the New Brunswick Heritage Fairs website.



## **The New Brunswick Sport Legacy Award**

*“Where Legends Live”*

**One award per Regional Heritage Fair site.**

**Regional Heritage Fair Committees will coordinate this award.**

- May be awarded to an individual or a group project.
- A student may only receive the award once during their participation in heritage fairs.
- In the same fair, a student award recipient may also be selected as a delegate to the Provincial Heritage Fair but may not receive another award/medal.

**Criteria for the award:**

- The project must have a sport heritage theme and demonstrate a connection to New Brunswick’s sport heritage considering the New Brunswick Sports Hall of Fame Legacy.
- The student shows a high level of enthusiasm for learning about New Brunswick’s sport heritage.
- The student shows a high level of determination and dedication to research the topic.
- The student makes creative use of sources such as family photos, newspaper articles, audio taped interviews, or other media sources and New Brunswick Sports Hall of Fame resources.
- The project is based upon solid historical research and presents appropriate dates and facts that are important to our understanding of the subject.
- The project demonstrates the use of original works and includes reference citations.

**The recipient will receive:**

- a commemorative plaque;
- a gift from the New Brunswick Sports Hall of Fame.

The recipient’s school will receive a commemorative trophy (loaned for one year).



## **The New Brunswick St. Croix 2004 Award**

*"In recognition of the meeting of two worlds in 1604"*

**One award per Regional Heritage Fair site.**

**Regional Heritage Fair Committees will coordinate this award.**

- May be awarded to an individual or a group project.
- A student may only receive the award once during their participation in heritage fairs.
- In the same fair, a student award recipient may also be selected as a delegate to the Provincial Heritage Fair but may not receive another award/medal.

**Criteria for the award:**

- The project best exemplifies:
  - New Brunswick's bilingual heritage or,
  - the role of St. Croix Island in Canadian history or;
  - the role of Mi'gmaq, Wolastoqiyik and Peskotomuhkatiyik in the building of New Brunswick and Canada or;
  - the 400th anniversary of Acadia and of French presence in North America or;
  - any aspect of immigration to New Brunswick.
- The student shows a high level of enthusiasm for learning about New Brunswick's heritage and cultural diversity.
- The student shows a high level of determination and dedication to research the topic.

**The recipient will receive:**

- a commemorative plaque;
- a gift from the New Brunswick Department of Intergovernmental Affairs.

The recipient's school will receive a commemorative trophy (loaned for one year).



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PATRIMOINE  
DU CANADA | CANADA'S  
HERITAGE  
FAIRS



## YOUNG CITIZENS 2021

### Information for Teachers, Parents and Coordinators

#### About Young Citizens

The Young Citizens program focuses on citizenship and is a complementary component to Heritage Fairs, an annual event where students present the results of their research on Canadian heroes, legends and key events in Canadian history. Participants in the Young Citizens program make a short video about their heritage fair topic, much like an evening news report or short documentary. The student videos are posted online, and Canadians are invited to view and vote for their favourites.

#### Choosing the Participants

Each province and territory has been allocated a certain number of spaces, based on their interest and past participation in the Young Citizens program. The regional or provincial heritage fairs are responsible for identifying and selecting the participating students.

Participants must:

- be in grades 4-9 (or aged 10 to 16 years old).
- be participating in the Heritage Fairs program.
- complete their Heritage Fair project on a theme or topic relating to the history of Canada.
- work independently – team projects cannot participate in the program.
- have access to a video camera and computer.
- create a 3-4 minute video about their heritage fair topic.
- meet the deadlines for the project as established by Canada's History and their regional heritage fair.
- produce their video in one of the two official languages. Productions in other languages will be considered still eligible as long as there is subtitling in one of the two official languages.



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Participants should:

- have good communication and presentation skills.
- be enthusiastic and passionate about their topic.
- have a teacher or mentor who will help them complete this project.
- have the maturity to be able to travel to Ottawa with a chaperone chosen by Canada's History, should they become a finalist.

Once chosen, participants should be given the student package prepared by Canada's History, which includes:

- Young Citizens Student Registration
- Student Permission and Media Release Form
- Participant Guidelines
- A copy of the evaluation criteria
- A copy of the Interview Release Form

Heritage fair coordinators are responsible for ensuring the following documents are sent to Canada's History. Forms can be scanned and sent via email to [YoungCitizens@CanadasHistory.ca](mailto:YoungCitizens@CanadasHistory.ca) or if necessary faxed to 204-988-9309.

- Young Citizens Student Registration
- Student Permission and Media Release Form
- Students should also submit a photo and provide more information about their project through this online form: [CanadasHistory.ca/RegisterYC](http://CanadasHistory.ca/RegisterYC)



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