

**International Day 2018
Volunteer Meeting Agenda
October 5, 2018**

International Day is Friday, December 7, 2018

1. **We have 15 countries signed up so far:** Brazil, China, India, France, Italy, Japan, Kenya, Mexico, Portugal, Poland, Russia, Singapore, South Korea, Taiwan, and Venezuela...and we expect more.
2. Each country team should have **at least 3-4 volunteers**, including the main presenter. We will find you additional volunteers if needed, but you must let us know!

Some countries have a large number of volunteers. Therefore, every team must appoint a team leaders who will be the liaison between the I-Day committee chairs and the country team. All email correspondence will go through these team leaders.

This is an all-day commitment! Your responsibilities are twofold:

Part I: The Country Presentation

Each country will be assigned to a classroom, which you will then decorate and set up to represent your country. Children will be on a special International Day schedule and you will have 4-6 classes visit you for 25 minutes each. During this time, you are to give them an opportunity to experience your country.

Your presentation should:

- Have a singular focus (i.e. Brazil: 'carnival,' India: yoga)
 - Teach "hello," "goodbye" and "thank you" in your language
 - Have an active component for the children: dance, game, craft, etc.
 - Be 25 min. long, including the student activity and "stamping" of passports (about 3 minutes)
 - We encourage you to wear typical clothing, if possible/applicable.
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- **If using PowerPoint presentations, they are due by November 1.** Power Points should be submitted on a flash drive with your name and country name. Drop off in the main office. Submission instructions will be emailed to your team leaders by mid to late October.

- **No videos, please. Short snippets may be allowed, if needed. Video clips must be approved in advance.** Please embed clips directly into Power Point Presentation or include on flash drive, and submit by **November 1 in the Main Office.**
- Please do not attempt to provide an extensive cultural and historical lesson. Limit yourself to the basics:
 - Where in the world the country is located
 - Main language spoken and teach “Hello”, “Goodbye”, “Thank you”
 - What is the country known for?
 - Then jump right into your focus. Ideally, you will provide the children with a cultural immersion experience. What would it sound like, look like, feel like to spend half an hour in your country doing that chosen activity?
- If the students do a craft, they may take it home. Otherwise, please no tokens or souvenirs. If it is a large craft, consider having 4 -5 large boxes each class can leave their work in. You can deliver later to that classroom.
- **Due to allergy concerns, absolutely no food is allowed. This applies to food items not intended for consumption.**

Each country’s Passport Page must include:

- A flag sticker (we will provide these!) * Only one country per passport page, please. Do not share a page. Look for a clean, blank page in the passport book.
- Name of the country
- “Hello” in that country’s language
- Space for older grades to take optional additional notes

Tri-fold display (Will be displayed in classroom during the day, and in the library in the evening):

- Name of your country
- Flag
- Location on world map
- How to say “hello” in your language, in native writing with Romanized pronunciation
- Any special/ interesting facts about your country

Part II: The Evening Fair

Evening Fair “booths” shall feature:

- FOOD!!! **Absolutely no peanut or tree nut products, please!** Also, it would be helpful to have a listing all common allergens (fish, shellfish, eggs, milk, soybean, wheat).

- YOU!!! Interact with the visitors. Answer questions and teach “hello,” for example.

Please note:

The MPS PTO is providing a \$125 stipend per country this year. The team leader should collect receipts and submit to Kathryn Reed, PTO treasurer, with reimbursement form at one time. Please make clear name and amount to be reimbursed for each team member. Please remember your team will be reimbursed up to \$125. Anything spent in addition to \$125 will be considered a donation.

A ***preliminary*** International Day class visitation schedule will be shared with you in November. This will enable you to tailor your presentations according to the grades visiting you.

Though we try our very best, there are so many variables that go into making the visitation schedule that we cannot guarantee that your child’s class will be visiting your country. It is especially difficult if you are part of a large team of volunteers. First priority will be given to returning presenters who did not have their child’s class on their schedule in the past year(s) and parents of graduating 5th graders. **If you have a special request, please let us know by email ASAP or in the Oct. 18 email from Team Leaders, and we’ll try to accommodate you.**

A **classroom technology meeting** for volunteers with Mrs. Delmonico shall be held at the library - Date TBD. ***Please plan to have at least one member of your team attend this useful tutorial to make sure everything runs smoothly when the big day comes.***

December 6 after 3:30PM Classroom Set Up Presenters can come in to set up and decorate their classrooms. Please take “before” pictures of the classroom, so that you can leave it as you found it at the close of the day. Please be respectful of the space and the teacher’s desk.

December 7 Final Pre/ Set Up 7AM - 8:30PM. Please check in at the welcome desk. Your classroom must be ready by **8:30AM**. When children arrive for school in the morning, you will need to give the class space for their morning routine and attendance.

December 7 - 8AM - 10AM Breakfast in the Cafeteria. All volunteers are invited to stop in for breakfast. You may stop in before the day begins or when you have a break. At around 10AM, the breakfast will be moved into the main office. Please stop in to refuel and relax for a few minutes when you have a chance.

December 7 at 5:30PM - Taste of the Nations. Cafeteria “booth”/table set up can start after school hours on December 9th. Most start setting up around **5PM**. All the countries will set up in the cafeteria. Your assigned table will have a white tablecloth and your country flag on it. Due to space restrictions, each country will be assigned one table only.

PTO Display Case Please send in a small artifact or memento that represents your country (nothing of great emotional value or too expensive) to be showcased at the PTO display by the nurse's office. Drop off the item in the main office on November 20 clearly labeled with your name and country. All items are to be picked up on Monday, December 10.

Team Leader - Please email us with the following info by October 18:

- Team leader name
- Names of all the volunteers in your team and their children's names and teachers
- A short summary describing your presentation plans (What will be your focus? What will be the active component for the children?)
- Any special space requirements (i.e. "We are dancing; we need open space.")
- Any necessary supplies (i.e. "We need 25 pairs of scissors, 10 glue sticks, etc")
- Any special visitation requests (i.e. "I am a presenter for the second time and my child did not visit my country last year.")