



Experience the World at Heifer Farm!

Day Program Handbook

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Group Leader Checklist

30 days from date of contract

- Return signed contract with payment deposit to Heifer Farm
- Distribute Handbook to all chaperones

21 days prior to your arrival date

- Distribute Letter to Parents & Waiver Form
- Submit Needs Assessment to Reservations Coordinator with your Final Count estimate
- If your group is presenting a donation, please let us know so that we can prepare an acknowledgement.

7 days prior to arrival date

- Collect signed Waiver forms
- Notify the Reservation Coordinator of any changes regarding your group

Upon arrival at Heifer Farm

- Turn in signed Waiver forms to your Heifer Farm facilitator

Optional pre-trip activities

- There is a wealth of information and activities on Heifer International's Read to Feed website at www.heifer.org/readtofeed as well as loads of videos at Heifer International's You Tube channel: <https://www.youtube.com/user/HeiferInternational>



Discover Heifer Tour & Chores | All ages | Cost: \$10/person

- **Pre-Registration required?** No! Just sign in at Visitor Center at 2:45 pm to join in.
- **Length of program:** approximately 2 hours
- **Max number of participants:** 60 people
- **Offered daily at 3:00 pm!**
- **Rate:** \$10.00/per person (ages 3+)

During the tour, participants will be introduced to Heifer's mission of working with communities to end hunger and poverty while caring for the earth. You will view a video that introduces Heifer's work around the world and take a guided walking tour through Heifer Farm's gardens, barnyard and Global Village. Along the way you will see examples of sustainable agriculture practices used on the farm and by our partners around the world to help meet our mission. End the tour in our chore barn, helping out with one of our daily tasks like harvesting, weeding, gathering firewood, or feeding the animals. Come once or once a week! There's always something new happening at Heifer Farm.

Discover Heifer Tour | All ages | Cost: \$7.50/person (*\$10/pp effective 9/1/2017*)

- **Pre-registration required?** Yes, please call Reservations Office for available dates – (855) 343-4337, #3
- **Length of program:** 2.5 hours
- **Max number of participants:** 150 students
- **Start time options:** 9:00, 9:30 or 10:00 a.m.
- **Min payment:** \$90 (for up to 12 people); additional participants \$7.50/pp
- Our programs can be tailored to meet your group's unique learning objectives and curriculum

During the tour, participants will be introduced to Heifer's mission of working with communities to end hunger and poverty while caring for the earth. You will view a video that introduces Heifer's work around the world and take a guided walking tour through Heifer Farm's gardens, barnyard and Global Village. Along the way you will see examples of sustainable agriculture practices used on the farm and by our partners around the world to help meet our mission.

- ✓ **Introduction**-- You will be introduced to Heifer's mission to work with communities to end hunger and poverty and care for the Earth, and you'll learn how Heifer Farm's mission to educate is a vital part of that plan. Learn about the 7 M's that animals can provide to humans (milk, meat, money, manure, motivation, muscle, & materials) via an interactive activity.
- ✓ **Video** – You will watch a video that will share the story of Heifer by introducing viewers to Heifer project families from around the world.
- ✓ **Tour** – Your tour will include a visit to the barn and all of the animals. We have over 10 species of livestock – traditional North American livestock, several heritage breeds, yaks, llamas, and alpacas. These are all examples of animals that Heifer has worked with in the field. Next, explore the Global Village which has international sites representing different areas of the world where Heifer is working. You may spend time in a cinder block house with a tin roof representing the Huehuetenango region of western Guatemala or a mud brick house in the Andes Mountains of Peru. Other Global Village sites include the Tibetan Autonomous Region of China, Kenya, Ghana, Poland, Colonias and the U.S.A. Please note during the tour, depending on time constraints and the interest of the group, not every site may be visited. Heifer also helps support vegetable growers and depending on the season, your tour may include a visit to our organic vegetable gardens to learn the benefits of organic growing and how our produce is grown here on the farm.
- ✓ **Optional Add-On Service Project** (if selected). *See page 4 for more information.* For 4th graders & up.
- ✓ **Closing and Take Action Discussion** – Evaluate what you have learned via a discussion facilitated by Heifer Farm Staff. Explore the ways in which you can apply this knowledge to help create a world without hunger and poverty.



Animal Connections Tour | All ages | Cost: \$10/person

- **Pre-registration required?** Yes, please call Reservations Office for available dates – (855) 343-4337, #3
- **Length of program:** 2.5 hours
- **Max number of participants:** 135 students
- **Start time options:** 9:00, 9:30 or 10:00 a.m.
- **Min payment:** \$120 (for up to 12 people); additional participants \$10/pp
- Our programs can be tailored to meet your group's unique learning objectives and curriculum

This program is designed to introduce people to the benefits of animals to people. You will explore a few of our Global Village sites and learn about the benefits of livestock using the 7 M's (Milk, Manure, Meat, Material, Money, Motivation, and Muscle) through hands-on activities like spinning wool in Peru, collecting eggs in the USA, or milking a goat. You will also learn about how animals play an essential role in a sustainable farming system by learning how we use some of the 7 Ms in our gardens! You will also tour our barnyard to see our many farm animals. Activities may vary by season.

- ✓ **Introduction**-- You will be introduced to Heifer's mission to work with communities to end hunger and poverty and care for the Earth, and you'll learn how Heifer Farm's mission to educate is a vital part of that plan.
- ✓ **Video** - You will watch a video that will share the story of Heifer by introducing viewers to Heifer project families from around the world.
- ✓ **Tour** - This abbreviated tour will focus on a few of our farm animals and global village sites that are related to the hands on activities that your group will participate in. For example, if your group is spinning fiber in Peru, you will learn about the Peru site and the livestock found there. Not all areas of the farm or Global Village will be covered.
- ✓ ***Hands on activities** – Gain a better understanding of how a livestock animal, such as a goat, llama, or a chicken can provide valuable new resources to a family living in poverty through interacting with some of our farm animals. You will participate in one or more of the hands-on activities.
- ✓ **Optional Add-On Service Project** (if selected). *See page 4 for more information.* For 4th graders & up.
- ✓ **Closing and Take Action Discussion** – Evaluate what you have learned via a discussion facilitated by Heifer Farm Staff. Explore the ways in which you can apply this knowledge to help create a world without hunger and poverty.

***Hands-on activities may include:**

Goat Milking -- Learn how to milk one of the Farm's dairy goats and get a better understanding of how the gift of a dairy goat can bring better nutrition and income to a family living in poverty.

Wool Spinning -- Travel to our Peru site and learn how llamas and alpacas are precious animals in the high Andes Mountains of South America. Your group will learn how to spin animal fiber into yarn using simple spindles.

Egg Collecting – You may have a chance to help us gather eggs from one of our chicken coops. Compare and contrast a store bought egg with a farm fresh egg and learn about the benefits of sustainable agriculture. Heifer staff will explain to you why the egg is one of nature's real wonders and why it is so important in our projects.

Special Animal Activity -- Depending on the needs of the farm, you may have a chance to help groom some of our animals or interact in some other fashion. Any animal interaction will be prefaced with information about the animal and the role that it plays here at Heifer Farm.

*** All activities involving livestock will be closely supervised by Learning Center Staff. All members of your group may or may not participate in identical hands-on activities. **Activities are subject to change to meet the group needs or due to constraints such as weather and/or time.**



Seeds | 4th Grade & Up | Cost: \$15/person (*\$17.50/pp effective 9/1/2017*)

- **Pre-registration required?** Yes, please call Reservations Office for available dates – (855) 343-4337, #3
- **Length of program:** 4 hours
- **Max number of participants:** 150 students
- **Start time options:** 9:00, 9:30 or 10:00 a.m.
- **Min payment:** \$180 (for up to 12 people); additional participants \$15/pp
- Our programs can be tailored to meet your group's unique learning objectives and curriculum

The Seeds program offers participants a chance to learn about our mission of working with communities to end hunger and poverty and care for the Earth while exploring a working New England farm. After participating in this program, participants will gain a better understanding of meanings and concepts of “development” and “sustainability”, and how these practices are incorporated in all that Heifer does here at Heifer Farm and in our International Programs. Your group will explore Heifer Farm's different education stations with the help of our staff. Education stations will be located in the following areas:

- ✓ **Global Village** - The Global Village is a collection of sites representing areas of the world where Heifer International works. Sites you may visit include Ghana, Peru, Guatemala, Poland, Kenya, Colonias, the US, and the Tibetan Region of China. At each site, you will learn about the culture of the people that live in that area as well as how their environment affects that culture. You'll also learn about Heifer's work in that area.
- ✓ **Lunch in the Global Village**— Each small group will prepare and eat a cultural vegetarian meal at one of our global village sites. The meal represents a typical meal that people living in that area would eat on a regular basis.
- ✓ **Livestock Facilities** - Heifer Farm has examples of many of the different types of livestock that Heifer works with all around the world. We are also a functioning farm ourselves; and we raise cattle, poultry, and other livestock for use here on Heifer Farm. Your group will get to visit our barns and pastures to meet some of our animals and learn how they are valuable resources in the fight against global hunger and poverty.
- ✓ **Garden Facilities** - Heifer Farm strives to be an example of Heifer's mission in action. That includes trying to be as sustainable as we can be in our methods of food production. Heifer Farm has organic gardens that supplement the food served at Heifer Farm. Your students will experience how organic gardening and sustainable agriculture support our mission to end hunger and poverty by seeing it with their own eyes.
- ✓ **Optional Add-On Service Project** (if selected). *See below for more information.*

Service Project | 4th Grade & Up | Cost: \$10/person

- **Pre-registration required?** Yes, please call Reservations Office for available dates – (855) 343-4337, #3
- **Length of program:** 1 ½ hours
- **Max number of participants:** 90 students
- **Min payment:** Service projects are not stand-alone programs; they must be combined with one of our other programs such as the Discover Heifer Tour, Animal Connections Tour, Seeds or Global Gateway (overnight program).

Service Projects are an important part of life at Heifer Farm. Your group will help with a variety of projects such as barn cleaning, firewood gathering, gardening, maintaining our Global Village sites, or various other projects. Service projects offer an opportunity for your group to experience the type of work our project partners do every day. We also want your group to experience the value of volunteering as a contribution to Heifer's work. The weather and other conditions out of our control may prevent certain opportunities....or make others available. Not all groups may do the same service project.



Guide to Making a Reservation | To Register: Review all information, choose a group size, choose a first & second choice of dates, call or e-mail to make a reservation: 1-855-3HEIFER (1-855-343-4337) or reservations@heifer.org

- Dates:** Call for availability and supply a season, month and dates.
Rates: Pricing is per person including adults. Program rates vary-see Program Summaries.
Minimum Payment: There is a 12 person payment minimum per group.
Chaperone Requirements: 1 adult to 15 youth (1:15)
Group Sizes: Minimum: none; Maximum: varies by program and season. Call for details.
Deposit: Balance is due 30 days from date of contract.

Determining your group size: Use this chart as a guide. **It is important to have as accurate a group count as possible as we normally have multiple field trip groups each day. Your group size should include students, staff and guests such as parents, grandparents, etc.**

Group Size (includes youth and chaperones)	Choose a group size. You may bring less than the minimum however you will still be financially responsible for this number of people. You may bring more but you cannot exceed your group size maximum. This number determines how many staff we schedule.	Maximum number of people you can bring on trip. If your group goes over this number, you must call for availability. Staffing is limited and availability beyond your maximum number is not guaranteed.
1. 1 – 16	12	16
2. 17 – 32	17	32
3. 33 – 48	33	48
4. 49 – 64	49	64
5. 65 – 80	65	80
6. 81 - 96	81	96
7. 97 - 112	97	112
8. 113 - 128	113	128
9. 129 - 144	129	144
10. 145 - 160	145	N/A – we cannot accommodate groups over 160

Regarding Number of Attendees: To ensure our events are appropriately staffed, you must contact us prior to increasing or decreasing the number of attendees indicated at reservation. We cannot guarantee we will be able to accommodate additional attendees. You will be financially responsible for the number of attendees agreed upon when signing the Contract, regardless of whether you decrease your number of attendees. If you increase your number of attendees, you will be responsible for a new balance based upon said increase. A final number of attendees must be given to us at least three (3) weeks prior to your Arrival Date.

Payment Schedule

- Payment for initial group size estimate and signed contract due within 30 days of registration
- If program is booked within 30 days of the arrival date, full payment is due at time of reservation.
- Final count due 3 weeks prior to arrival date with Needs Assessment Form
- Any final payments are made at time of arrival or no later than 30 days after the trip.

Cancellation and Refund Policy

- If you cancel, reasonable efforts will be made to reschedule an alternative date.
- Cancellation by the group 90 days or more before the arrival date, a refund of half (1/2) of monies paid will be issued.
- Cancellation by the group 90 days before the arrival date, no refund will be issued & any monies paid will be forfeited.



Frequently Asked Questions

Will we all be together for the field trip?

We like small groups of approximately 10 -15 youth. We will let you know prior to the trip how many small groups we would like you to separate into. Each small group will be guided by their own educator for the duration of the program.

How many chaperones do we need and do you charge for adults?

We only require 1 adult per 15 youth. Adult chaperones are considered participants in all activities and therefore we do charge for their participation. We also look to the adult chaperones for behavior management and any discipline required.

Will we be combined with other groups during our programming?

Although we often have multiple groups on-site at the same time, we do not combine groups at Heifer Farm.

What if it rains?

All activities are rain or shine. Activities take place in a mix of indoor and outdoor locations. Many of the outdoor locations have shelters. If dangerous weather is predicted, please call the reservation office to discuss rescheduling possibilities.

What should we wear?

All participants should wear sturdy, closed-toed shoes. Depending on the program, participants should dress appropriately for possible farm work, livestock chores, and outdoor cooking. Outside activities will continue in heat, cold, mud, rain or snow unless deemed unsafe. Hats, sunscreen and insect repellent are recommended during warmer months.

What should we bring?

You may bring water bottles, insect repellent, sunscreen, camera and rain gear.

Do you have a nurse on site?

We have an infirmary located in the Visitor Center that is stocked with basic first aid supplies but we do not have a nurse on staff. Heifer Farm does not provide any over-the-counter medications.

Do you provide lunch?

The Seeds program includes a meal activity which consists of a vegetarian meal cooked by the participants. For other visitors, you're welcome to bring bagged lunches. We have ample picnic tables that are first-come; first-served.

**For an additional charge, we can provide a hot-buffet lunch (\$15/per person) if pre-ordered.*

**Please note that we offer drinks and snacks at the Gift Shop.*

Are you able to accommodate food allergies & restrictions if we sign up for the Seeds program?

Yes. The meal activity included in the Seeds program is a vegetarian meal that does not include nuts. Ingredients lists are available upon request.

Is your facility handicap accessible?

Yes. All restrooms, classrooms, the gift shop and some global village buildings are fully accessible.

Do you have cell phone & WiFi coverage?

Yes and there are ample electrical outlets for charging electronics. We request all cell phones be turned on silent during all Farm programming.

Do you have a gift shop?

Yes! The Shop@Heifer offers a variety of t-shirts and fair-trade products from around the world. Many of the items in our shops can also be found on-line at www.heifer.org/shop.



Needs Assessment Form

Please take a few minutes to complete this group assessment in as much detail as possible. This will help us to better meet your needs. We look forward to your visit! Thank you.

This form is due 3 weeks prior to arrival to confirm your trip!

Program Date _____

Arrival Time & Departure Time _____

Group/Organization Name _____

Group Leader Name _____

Group Leader Phone _____

Contact Cell Phone (if applicable): _____

1. What do you hope to achieve through your experience in this program?

1. Who are the participants in this program?

Age range _____ Grades _____

Total # of participants (including adults/chaperones): _____

Total # of adults: _____ (Reminder: Heifer's chaperone/student or youth ratio is 1:15)

Have all adults/chaperones read the Chaperone Information page? (yes/no)

Have all adults/chaperones received and returned a Waiver form for themselves? _____

Please list any physical disabilities or medical needs (specific).

How long has the group been together?

Does the group work in the same classroom/church/office?



Describe any other characteristics and background of the group members that would assist our facilitators.

2. How do the members of the group interact with one another in the workplace/school/church? Please be as specific as possible.
3. Will the group have pre or post curriculum or activities relating to the issues presented in our program? If so, please describe.
4. Comments or additional information you think may assist us in planning for your group.
5. How did you hear about the Heifer Farm?
6. Have you or any members of your group participated in a Heifer Farm program before? If yes, which program, when, and what did you like or dislike about that program?
7. Does your group plan to bring a donation with them? If so, what name should we put on the Certificate of Appreciation? We'd like to celebrate with you!

Mail this completed form **at least three weeks before your scheduled program** to:

Heifer Farm | Attn: Reservations Office
216 Wachusett St.
Rutland, MA 01543
508-886-2221
Fax (508) 886-5038

Heifer Program Reservations:
1-855-3HEIFER (1-855-343-4337)
reservations@heifer.org

Heifer Farm | 216 Wachusett Street | Rutland, MA 01543
Main Phone (508) 886-2221
www.heifer.org/farm



Dear Parents,

We are excited that your child is participating in a program at Heifer Farm in Rutland, Massachusetts! Heifer International is a global non-profit organization based in Little Rock, Arkansas that's mission is to work with communities to end hunger and poverty and care for the earth. We accomplish this through a variety of ways, most notably by working with developing communities to provide livestock and the appropriate training to increase production and income. For more information, please visit www.heifer.org.

What's Heifer Farm? Heifer Farm is one of Heifer's Learning Centers located here in the United States. It is our goal to provide experiential education that inspires, challenges, and engages people to take action to help meet our mission. Most importantly, we want your child to learn in a fun and challenging environment.

Field Trip At-a-Glance | While your child is at Heifer Farm, she/he will explore the farm and engage in activities that Heifer believes will raise awareness about global hunger and poverty. We offer tours and programs for all ages throughout the year. Depending on the program, your child could explore a village in China or Kenya, milk a goat, work in our organic garden, try a typical Peruvian meal in our Peru Global Village site or learn about global population and consumption patterns using our floor-size world map activity.

Dressing for Success | A large portion of our field trips are spent outdoors. Programs run rain or shine. Your child should come wearing farm-appropriate clothing and close-toed shoes. Also, Heifer Farm is often windier and cooler than other areas due to our elevation so please send your child in layers depending on the season of the visit. We want everyone to be comfortable so they can enjoy their experience.

Bring the Whole Family | We invite you to explore our Center as a family for the **Discover Heifer Tour & Chores program; offered 7 days a week at 3:00 pm**. Our other programs range from Day Camp to workshops for adults interested in birthing of lambs and kids. To learn more about us, please visit our website at: <http://www.heifer.org/visit/Heifer-farm>

We're on Facebook! www.facebook.com/heifercenters

Facebook is the best way to keep in touch with us and hear about our Public Events like our Pancake Breakfast, Global Harvest Festival, and holiday Living Gift Market. We post photos and updates about our animals and gardens plus recipes and stories of groups who came to the farm.

We look forward to providing a safe & educational experience for your child. Please ask your child about the experience!

Yours for a Better World,

Paul Bertler, Education Manager | Heifer Farm | 216 Wachusett Street | Rutland, MA 01543 | 508-886-5007
Paul.Bertler@heifer.org

Heifer Program Reservations:
1-855-3HEIFER (1-855-343-4337)
reservations@heifer.org

Heifer Farm | 216 Wachusett Street | Rutland, MA 01543
Main Phone (508) 886-2221
www.heifer.org/farm



Field Trip Permission and Waiver

Heifer Project International (“Heifer International”, “we”, “our” or “us”) is an international charitable organization whose mission is to work with communities to end hunger and poverty and to care for the Earth.

We understand the individual identified below (the “participant”) will be participating in a field trip at a Heifer Learning Center. We routinely film and take photos of activities occurring at such field trips, and would like to obtain permission to use and edit the resulting photos and video footage, along with the participant’s name, indefinitely and free of charge, for training, fundraising and education purposes in furtherance of our charitable mission. We would also like to obtain permission for the participant to participate in the field trip.

By signing below, participant (and, if participant is 17 years of age or under, participant’s parent or guardian) (a) grants Heifer International the permission requested above, (b) WAIVES AND RELEASES Heifer International and its directors, officers, representatives, employees, and volunteers from, and INDEMNIFIES them against, any and all claims, demands, damages, actions, causes of action, and liabilities that may arise from the field trip or the use of said photos and video footage, and (c) agrees Heifer International will be the exclusive owner of any results or proceeds from such photos and video footage.

Please Print Clearly

Participant’s Name Participant’s Signature Date Participant’s Date of Birth

If participant is 17 years of age or under:

Parent’s/Guardian’s Name Parent’s/Guardian’s Signature Date

Parents/Guardian’s Contact Information

(Please check the “opt out” box below if you do not wish to receive correspondence/communication from us)

Mailing Address Zip Code Email Address Phone #

Opt out (I do **NOT** wish to receive correspondence/communication from Heifer International)

I already receive Heifer International correspondence.

Internal use only:

Sponsoring Organization: _____

Program Name/Dates: _____

Location: /Heifer Ranch Heifer Farm Heifer Village

Heifer Program Reservations:
1-855-3HEIFER (1-855-343-4337)
reservations@heifer.org

Heifer Farm | 216 Wachusett Street | Rutland, MA 01543
Main Phone (508) 886-2221
www.heifer.org/farm

Heifer Farm T-Shirts Order Form

216 Wachusett Street, Rutland, MA 01543 | T: (508) 886-2221 | heifer.farm@heifer.org | F: (508) 886-5038

Would you like your group to all have a Heifer Farm t-shirt to take home?

To make this easier Heifer Farm is offering to prepare your order in advance. **All Heifer Farm t-shirts are \$10.00 each and you will purchase these at the Gift Shop upon arrival during check-in for your program.**

To order in advance - please scan & email this form to heifer.farm@heifer.org or fax to 508-886-5038. Your group participants may also purchase these individually in the Gift Shop upon arrival.



Youth			Adult					Total # of shirts
Small	Medium	Large	Small	Medium	Large	X-Large	2X-Large	

We cannot guarantee sufficient quantities in all sizes, but we can order them with notice of at least two weeks.

Group Leader's Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Organization Phone: _____

Group Leader's Cell Phone: _____

Group Leader's Email: _____

Date of Heifer Farm Program: _____

To order in advance – please scan & email this form to heifer.farm@heifer.org or fax to 508-886-5038. You may also purchase these in the Gift Shop upon arrival.