

Final Letter for Elementary School Teachers bringing students to the Missions Fest Field Trip

(SCHOOL NAME)

No. Students Registered: ____

LOGO

(DATE OF LETTER)

Dear Elementary School Field Trip Contact Person,

Thank you for planning to bring your students along to Missions Fest(YEAR)! We are all looking forward to meeting you and your students. We are sure that you will find our program challenging and informing.

The Field Trip is only days away. Now that we have the registrations in, here are some final details and instructions.

1. DROP OFF

Check our website at **(WEB SITE)**, under Conference (YEAR) and **Accom/Travel** for driving directions to the (VENUE).

Arrival by Car or Van

For those arriving by car, please drop the students off at the **front** entrance to the (VENUE) and then proceed to the Missions Fest Parking Lot. You will not be using parking passes this year, but will be able to park in the Parking Lot on a first-come first-served basis at a cost of ____ per car.

Arrival by Bus

Buses may drop off their passengers on the **(LOCATION)** and pick them up on (Location) under the following conditions:

- they park only long enough to unload and load
- they must place a sign in their window saying "Missions Fest"
- proceed to the Missions Fest Parking Lot for parking instructions

Directions to the (DROP OFF LOCATION):

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2. PARKING: Proceeding to the Parking Lot from (VENUE)

The attached map shows ...

PICK UP

The students will be dismissed at 2:00 pm. Buses may return to the (DROP OFF LOCATION) for pick up between 1:45 and 2:15. Cars and vans may pick up in front of the (VNUE).

3. REGISTRATION

Please **arrive at 8:45 am** to register at the table outside of (ROOM). The Field Trip is scheduled to start at 9:15 am. When the students arrive, have them proceed to (ROOM). We would ask that you have the children be seated with their group inside the hall.

Just a reminder, that if you have not already sent a cheque to the Missions Fest office (\$3/student), you can bring your cheque to the registration table on the morning of (DATE).

4. SCHOOL PROJECT KITS (AN EXAMPLE)

Child Soldiers Relief Kits

Please see the attached poster highlighting these *Kits*. I hope that you will be participating in this opportunity.

Bring the *Relief Kits* with you into (ROOM) and place them on the tables in front of the stage.

We trust that this information will be sufficient for you to arrange the details of an enjoyable day here with us at Missions Fest 2008.

If you have any further questions, please call me at our office at (PHONE NO.). Otherwise, we shall see you on (DATE).

(OFFICE CONTACT LIAISON)

On behalf of Missions Fest Field Trip Coordinators

Missions Fest

(ADDRESS)

Tel:

Fax:

Email:

Website:

Overview of the Day

Take your students on a trip to other cultures! Through interactive workshops, mission agency displays and speakers your students will learn about other countries and have the opportunity to learn ways to help people.

8:45 am - 9:15 am: Registration

9:15 am - 10:15 am: Praise and worship
Ventriloquist
Special Project presentation

10:15 am to 11:55 am: Proceed to workshops that address various mission topics, led by many who represent mission organizations.

11:55 am to 12:40 pm: Visit Mission Agencies & Lunch break
Lunch time(bring bag lunch) and visit over (number) mission exhibits in (ROOM).

12:40 pm: Mission Rally (LOCATION)
Special Music:
Special Speaker: (NAME) - "*TITLE*"
(BIOGRAPHY OF SPEAKER)

2:00 pm: Dismissal

Please Note:

Participants of the field trips are invited to **contribute \$3.00** toward the expenses of the conference. This should be submitted in the form of a cheque (payable to Missions Fest) for the whole group and can be mailed to the Missions Fest office in advance or brought to the registration desk on Friday, (DATE). Please make out separate cheques for elementary and secondary schools.

School Resources and Features on Missions Fest Weekend

- **Mission Books** designed for children & youth will be on display at (BOOK STORE) exhibit. Great for your school library!
- **Recordings** can be ordered for your library featuring many great speakers.
- **Children's Programs** feature teachings by ethnic churches about their cultures. These run on Friday evening, all day Saturday & Sunday morning and afternoon.

Missions Fest Special Project (EXAMPLE)

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CHILD SOLDIER RELIEF KITS

Watoto is working in the war-affected region of Northern Uganda and will distribute relief kits to young people impacted by this devastating conflict. Many young people have been kidnapped by the Lord's Resistance Army and forced to become child soldiers or to serve as slaves. Most have been abused and many young girls are now young single mothers as a result. The situation has recently improved, but it is still volatile. These kits will bring them the assistance they desperately require as they are re-settled. They will also give them a feeling of hope as they realize that Canadians care about them and they learn that God loves them.

Thank you for participating in this year's SPECIAL PROJECT at Missions Fest!

Kit Contents

- 1 each dark coloured wash cloth & hand towel
- 1 toothbrush & toothpaste tube (prevents cavities)
- 1 small Vaseline container
- 1 hair pick
- 2 bars of soap
- 5 pencils
- 1 notebook (soft cover, lined pages, letter size-A4)
- 2 white erasers
- 1 package of crayons (16)
- 1 pencil sharpener
- 1 each strong plastic cup, bowl & dessert plate
- 1 each strong plastic or light weight stainless steel spoon, fork & knife
- 1 bouncing ball (small, rubber) – walnut size – possibly Glow-in-the-Dark
- 1 sheet of colourful and appropriate stickers (wildlife, people, sports etc.)
- 1 deflated soccer ball OR 7 foot jumping rope

Instructions

Pack in colourful cloth drawstring bags. Bring to the lobby during Missions Fest. Deposit in the specially marked large bins.

