

North American Intercollegiate Dairy Challenge Responsibilities of Dairy Visit Volunteers – Day 2

ALL dairy visit volunteers must sign a liability waiver

Dairy Coordinator

- **Attend dairy visit volunteers meeting**
- Before the Visit
 - Receive plastic boots, safety vests, garbage bags, hand-wipes, bucket with brush and sanitizer, farm directions, portable speaker for each dairy
 - Make sure the bus has the appropriate Dairy X sign posted
 - Ensure that coaches have received a copy of directions
 - Get several tape measures from volunteer coordinator
 - Ensure all teams are on the bus/in vans in time for departure to dairy
 - Accompany students to the lobby, hand out boots/safety vests (if needed) as they depart
 - In lobby or while on the bus: explain timeline for dairy visit, address visit of second facility if needed, advise of safety precautions at the farm
- During the Visit
 - Keep the visit on schedule: 15 minutes for intro/overview, 1:45 hours for assessment, 30 minutes for final group interview
 - Review timeline for dairy visit, address visit of second facility if needed, advise of safety precautions at the farm
 - Answer general questions from students
 - ***Students are not allowed to ask any questions of the farmer or employees***
 - Ensure safety of students - no one allowed at face of bunk silo, note locations of bulls on farms (announced when doing welcome by farm manager)
- On-Farm Group Interviews
 - **MODERATE** group interview of dairy owner/manager.
 - Ensure all teams & judges return to the interview area on time
 - Ensure all teams have equal opportunity to ask questions & use loud speaker
 - End interview after 30 minutes
- End of Visit
 - Help to collect plastic boots in garbage bags (provided) and preparing boot sanitizing bucket
 - Facilitate loading of teams onto the bus
 - Collect tape measures from teams, buckets, and other remaining supplies and return them to Dairy Challenge Central
 - Text Dairy Challenge Central to let them know your teams have departed the dairy. Text Molly Kelley 217/493-3441 cell.

Local Industry Representative/Host Farm Coordinator

- Before the Visit
 - Arrive at the dairy 30 minutes before students.
 - Decide where to park the vans/bus and have greeting session
 - Check with manager to see if any areas are off-limits to students (pens with bulls, biosecure areas, tractor traffic, etc.).
 - Check with manager to see if there is a preferred traffic pattern for the visit (for example, look at the calves first, visit the hospital last, etc.).
 - In the event of lightening or similar weather, identify safe location(s) for students to gather.
 - Remind the manager that neither he nor employees are to answer student questions individually (only during the group session at the end of the visit).

- Refer all questions to dairy visit volunteers during walk through.
- **Identify locations around the dairy for assistants to answer questions.**
- **Work with Board of Director/Farm Coordinator to spread assistants around dairy.**
 - Position an assistant in the parlor area and one at bunker silos to keep students from getting too close.
 - Place other assistants at calf rearing, hospital, main barn, feed formulation, etc.
- During the Visit
 - Introduce dairy manager(s) to give a welcome and brief overview of the dairy.
 - Use the loud speaker and make sure the manager uses it.
 - **If there are any areas off-limits or preferred traffic patterns, announce these to students.**
 - *Review safety issues: avoid bunker face, announce where bulls are, etc.*
 - **Remind teams they are not to ask any questions of the manager or employees.**
 - Introduce dairy visit assistants that can answer general questions from students.
 - Answer general questions from students.
 - The judge's panel should arrive at the farm at the same time.
 - **At calf site, only 1 student per team will be permitted to enter calf barn.**
- Group Interviews
 - Ensure that all teams & judges return to the interview area on time.
- End of Visit
 - Help to collect plastic boots in garbage bags (provided).
 - **Remind the dairy manager about leaving for lunch and afternoon interviews at the hotel**

Dairy Visit Assistants

- **Attend dairy visit volunteers meeting**
- Before the Visit
 - Help load all teams on the bus/vans in time for departure.
 - Accompany students on the bus/to vans, hand out boots as they depart/during the trip to the dairy.
- During the Visit
 - Keep students safe!
 - Answer general questions from students (directions, the time, etc.).
 - **Students are not allowed to ask any questions of the manager or employees.**
- End of Visit
 - Collect plastic boots in garbage bags (provided).
 - Help to get students loaded on bus promptly.

Dairy Photographer

- **Attend dairy visit volunteers meeting**
- Take at least one "action" shot of each team.
- Identify at least the school of students in each photo.
- Photos to be used for a Power Point presentation during social gatherings

Dairy Photo Assistant

- **Attend dairy visit volunteers meeting**
- Write a chronological list of photos taken by the photographer.
- Assist in identifying students' school.