Planning Sheet for Bannock and Books

**Month before the event:**

* **Form a Bannock and Book Committee**. These teachers, support staff and admin will be responsible for organizing your session. This committee will review the planning sheets, connect with Nadine McSpadden and talk to the administration at your school about securing funding to purchase additional materials for bannock and books (bannock, snacks, drinks). Your Aboriginal Child and Youth Care Worker should not be leading this event. He/she can definitely attend and can help with sending invitations home but running B and B is a school responsibility.
* **Send a contact name to Nadine McSpadden.** Who will Nadine connect with regarding Bannock and Books. (See attached sheet – send it to Nadine)
* **Pick a date for your bannock and book session** and put it on your school calendar.

**Two weeks before your event:**

* Purchase any materials you will need for your session (clay, materials for clay station, plates for clay station). Table racks and ribbons for learning station (see pictures).
* The planning guide has suggestions but if you would rather do different stations, that is okay too.
* Plates, napkins, cups for your session.
* Plastic table clothes for station tables
* Secure someone to make your bannock (or order from DEC). Someone from your school will have to pick it up on the day of the event.
* Send notices home.
* Ask students if any of their parents drum – that might be willing to come in and do a couple of drumming songs (optional).
* Pick some Aboriginal students to help make Bannock and Book posters advertising the event.

**One week before the event:**

* Put posters up for Bannock and Books.
* Send another invitation home to parents. Talk up Bannock and Books with your students.
* Order food/snacks/drinks for your session.

**Two days before the event:**

* Materials for your session should have arrived from Aboriginal learning.
* Assemble the book bags and make sure you have everything you need for the learning stations.
* Make sure the area where you are hosting B and B has been allocated and that whomever generally uses the space knows that it will be on use from 1:45 to 4:00 on the day of your session.

**Day of session:**

* Make sure food/drinks/learning stations are ready to go for 2:30
* **Primary Stations**: **Clay** (purchase clay and clay cutter. Cover the table with plastic table cloth); **Bookmarks** (have a table cloth, book mark blanks made from card stock – students will design a bookmark); Acorn Game – have a table ready.   
  **Intermediate stations**: **Weaving** (have wool, looms, and scissors); **Metis Floor Puzzle**, have it in an open area where it won’t get damaged, **beaded lanyarad** (have baskets ready for beads and bone beads).
* Ensure all staff and Aboriginal students are reminded about the session.
* Make sure the book bags are somewhere they can be accessed for the give away at end of your session.
* Make sure there are garbage cans and recycling buckets near the food.
* Make sure there are students and some staff to greet parents as they arrive. Make sure the front office knows where your session is being hosted. Better yet, have a student volunteer be at the front door to direct students.
* HAVE FUN!

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Contact for Bannock and Books (Materials will be sent to this person and all correspondence will go through this contact. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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Date of your session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of your session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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Please return to Nadine McSpadden

Courier #425