

HANDBOOK UN DAY CELEBRATION AT DISCOVERY SCHOOL

SCHEDULE AND GENERAL INFORMATION FOR COUNTRY REPRESENTATIVES

Dear Country Representatives,

The Discovery Parent-Teacher Organization (DPTO) would like to thank you for your interest in participating in the United Nations Day Celebration at the Discovery School. The purpose of UN Day is to celebrate the rich diversity of our student body and to learn about other cultures and traditions. Your participation and enthusiasm is vital to the event's success. Please refer to this handbook for general information on preparing for the UN Day Celebration.

In this document you will find information related to **A. Schedule for the day;** **B. Setting up your cultural table, and ideas to make an educational and engaging presentation;** **C. Comments or Additional Requirements you may have;** **D. What to do during the event;** **E. Content of the Cultural Show and Performances, Traditional Clothing Parade;** **F. FAQ.**

A. SCHEDULE

The possible schedules for the celebrations are:

Option 1

- 7:30** Students arrive at school. Representatives set up their cultural tables
- 8:00** Opening ceremony for the UN Day Celebration at GYM for cultural performances and parade.
- 9:00** Students, school staff, parents, and guests start the "rotation around the world", by visiting the cultural tables.
- 11:45** UN Day Celebration ends.

Option2 (to be used in 2017)

- 7:30** Students arrive at school. Representatives set up their cultural tables
- 8:00** Students go to their first period class to prepare for the celebration.
- 9:00** Students, school staff, parents, and guests start the "rotation around the world", by visiting the cultural tables.
- 11:00** Closing ceremony for the UN Day Celebration for cultural performances and Traditional Clothing Parade.
- 11:45** UN Day Celebration ends.

B. SETTING UP YOUR CULTURAL TABLE

1. Each country will be assigned a location and will be provided with two tables and two chairs. The cultural tables are organized by their geographic region and continent. If you need additional chairs, please inform the UN Day Organizing Committee (find contact info at the end of this document). Please see the map (posterior distribution) for the location of your country on campus.
2. Please arrive as early as possible on the day of the event, as setting up a table may take longer than expected. You are welcome to drop off the items for your table at school on Thursday, October 26, the day before the event. Please notify the UN Day Organizing Committee choose to do this.
3. Maintenance crew will be available to assist you with carrying your items and with organizing your table.
4. Please note that it may be difficult to post things to the school walls. We recommend that you use a blanket or sheets of paper to hang decorations on the wall. Remember to bring a table cloth, scotch tape, and other supplies.
5. Please be prepared for the changes in the weather. Bring a plastic sheet in case of rain.
6. Please bring a trash can, bag or box in order to place dispose your trash. Although the school will be able to dispose the garbage, representatives are strongly encouraged to clean up their section after the event.

C. COMMENTS OR ADDITIONAL REQUIREMENTS

Please inform the UN Day Organizing Committee if you have additional comments and requirements on the following:

- ✓ More tables or chairs
- ✓ Access to electricity: If you will be using electronic equipment, please inform the Organizing Committee that you need access to an outlet. We recommend that you also bring extension cords. If you choose to play audio, please be mindful of other exhibits around you.
- ✓ Additional volunteers to help in your table.
- ✓ Please contact us at dptowolves@gmail.com by **October 8** to make sure your flag will be present - we need time to order it if we don't have it in stock.

D. DURING THE EVENT

1. We recommend that you make your cultural table as creative and interactive as possible. Feel free to pose questions to students in order to enhance their cultural learning experience. You could offer a prize for each correct answer. Please remember to have age appropriate activities for the students; ages range from 3 to 18.
2. Plan and manage the time of your presentation. Students will have approximately five minutes to visit each table. Please take a look at the guide "Rotation around the world" (posterior distribution) that shows the movement of the student groups.
3. Develop a presentation with basic information about your country. For example, the location, capital city, population, and other fun facts that distinguish your country.
4. You can decorate your tables with flags, souvenirs, clothing, maps, travel posters, musical instruments, posters of notable people (scientists, poets, athletes, etc.), and other traditional items from your country.
5. Several teachers at Discovery School have suggested that participants bring pictures of children from their country in order to help Discovery School students easily identify themselves with other cultures. Other teachers have suggested showing things that students can touch, play with or wear. This could be an instrument, stuffed animals, a costume or traditional hat.
6. Snacks and drinks are popular and enjoyed at the cultural tables. We have 234 students. We will also have visitors from outside the Discovery School community.
7. You may choose to wear traditional clothing or a shirt with the name of your country. Students may pose questions about your clothing, such as the history and when the outfit is worn.
8. Do you need more ideas? Participants may focus on one aspect of their home country or its history. This can include gastronomy, famous landmarks, a tourist attraction, a city, historical events, even face(or arm)-painting with your flag colors, etc. You may also explain the meaning of national symbols or a traditional clothing of your country. You can teach students a sentence or greeting in another language, or play a game (age appropriate) with the students.
9. Please note that elementary students will "travel" with a passport recording all the countries visited. You can give them a "visa" stamp, sign the country name, or paste a sticker in their passport. Teachers will

accompany the students and may assist with stamping passports or serving food. There are 130 early childhood and elementary students.

10. The school library may be able to provide books related to each country represented at the tables. This will be a good opportunity for students to explore and learn more about the country.
11. Remember to have fun!

E. CULTURAL SHOW AND PERFORMANCES; TRADITIONAL CLOTHING

1. The UN Day gives us the chance to share our culture and traditions and we need your participation for the cultural performances. Please let us know if you or someone you know would like to participate in the cultural program. The cultural performance can be (but is not limited to) any of the following: sing a song in your own language, present a traditional dance, recite a poem, show and explain the meaning of your traditional clothing, dramatize an event or piece of national folklore or lead some students in a traditional game.
2. We welcome all of your ideas. Please let the UN Day Organizing Committee know about the duration of your performance and its contents by **October 16**.
3. We would like to encourage your participation in one of the students' favorite part of the festivities: **the Traditional Clothing Parade**. You or your family can dress up with national clothing OR, if you have some traditional clothing but you would prefer not to wear it, you can let us know that the clothes are available to borrow and one of our teachers, staff or students can wear it for the parade. Please contact our Organizing Committee to state if you will participate or if you have clothes to lend (in this case, include de approximate size: child/adult, small, medium, large). Please make this information available to us by **October 16**.

F. FREQUENTLY ASKED QUESTIONS

1. **I am the only representative for my country at the school, will it be too much for one person to do?** No. Each participant decides how he or she wishes to decorate the table. Many participants serve local food from their countries, while others show maps, important landmarks, and artwork. The cultural tables reflect the diversity at our school. The school librarian will also provide a few relevant books to display at the cultural tables. You can also enlist the help from your Embassy or other friends and volunteers outside the school, even if they don't share your nationality.

2. **I am planning to bring many items to the exhibit. Will there be anyone to help me out during the set-up?** Yes. The maintenance crew will be available to help parents carry things to set up their table and to return items to their car. There will also be a group of Discovery Parent-Teacher Organization (DPTO) volunteers to help out during the set-up.
3. **What takes place at the UN Day Celebration?** UN Day is one of the favorite events at school. In addition to celebrating the chartering of the United Nations, we will also celebrate the rich cultural diversity present at the school. You can think of this day as a Festival of Nations. Students from nursery to 12th grade will visit your table. The main objective is for the students to learn something interesting or meaningful about each country.
4. **Do I have to serve something to drink or eat at my table?** No. Actually, there is no set model of what you should serve or show at your table. The only requirement is that all foods and drinks are appropriate for school-age children. Please do not serve alcohol or show material that is inappropriate. Most tables do offer something for the students to eat. Portions should be small, as the children will visit twenty or more tables.
5. **What is the dress code?** The dress code is casual. We encourage participants to wear traditional attire from their country. Participants may also wear a t-shirt with the flag or name of their country. However, this is not mandatory. Also, we advise participants to wear very comfortable shoes, as one usually stands up for most of the morning.
6. **Who can attend the Celebration?** Our celebration is primarily for the Discovery School Community: N-12 students, teachers, administrators, and parents. You can invite a relative or a friend from outside the school. In order to have access to the campus, **the guests need to be pre-registered and provide their name and license plate number in advance** to Carolina Matute at dssecretary@discoveryschool.edu.hn; Telephone: 2221-7790 **by October 16.**
7. **What is the cost to attend or participate in UN Day?** It is free.
8. **Do I need a ticket to enter the school on UN Day Celebration?** No, if you are a member of the Discovery School community. However, please note that only cars with the school's current sticker will be allowed on campus. All others will need to park outside the school. Outside visitors will also need to be pre-registered, prior to the event day, to access the campus. Pre-registration ends on October 16.

9. **Is the campus handicapped accessible?** Yes. The school has wheelchair ramps throughout the campus, and all country exhibits will be wheelchair accessible.
10. **Can I bring my pet to school?** No. Pets are not allowed on campus, except for service animals.
11. **Whom should I contact if I have questions?** You may contact the DPTO at dptowolves@gmail.com or check the DPTO blog here: <https://dptobloghonduras.wordpress.com/contact/>

We appreciate your participation in this event. Remember that the UN Day Organizing Committee and the DPTO Board are here to support you. If you have any questions or comments, we would like to hear from you.

Best regards,
UN Day Organizing Committee, 2017.

Gaby Chávez
Catherine Ferraro-Ochoa
Cristiana Banegas
María Paz Fiumara