



## BC Heritage Fairs Society

### Registration and Delegate Information for the 2025 Provincial Heritage Fair

*Revised May 17, 2025. These are the tentative dates and details, current to the time this document has been made. Please be advised that depending on evolving circumstances, there may be changes to our plans, and these changes will be communicated in the swiftest possible manner with Regional Coordinators and Provincial Fair Delegations on a need to know basis.*

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## FAIR GENERAL INFORMATION

The BC Provincial Heritage Fair (PHF) will be held in **Vancouver** from **July 1-4, 2025**. **Three (3) student delegates** total through grades 4 - 10 will be selected to represent their respective regions at the PHF (with the Independent Region being an exception), with an all-expenses paid\* experience. In addition to the Provincial Showcase, where all delegates will have an opportunity to share their Heritage Fair projects, delegates will take part in many activities including field trips and networking with other students from across BC. All delegates will travel with a Regional Travel Chaperone to and from the PHF (exceptions to Metro Vancouver students who will need to be dropped off to, and picked up from, UBC campus on the first and last days, respectively), and adult supervision will be provided throughout the PHF for safety purposes.

## REGIONAL CHAPERONE REQUIREMENTS

Being a chaperone entails **traveling with the students to and from the PHF**, with all expenses\* covered for the Chaperone by the BCHFS. The Chaperone **must be aged 21+** with availability to travel on July 1st to the Fair, stay for the duration, travel back on July 4th, and must have a Criminal Record Check (process detailed below, under the registration information section). PHF **days are long**, hence Chaperones should be prepared to carry out their duties from early mornings to late evenings, and overnight in the event of emergencies - though rare, and usually handled by PHF organizers. The Chaperone would also be expected to **assist with the supervision of delegates during the Fair** under the leadership of the PHF planning team. A **Chaperone orientation call** will also be held prior to the Fair to provide them with full details and answer any questions they might have. In selecting Chaperones, preference should be provided first to educators and/or other community leaders who have strong experience working with young students and children; however, in the event that no such candidates are available, parents of delegates may be considered with the understanding that responsibilities for supervision extend to all students, and not just their own child. The BCHFS will be responsible for the selection and screening process for Metro Vancouver chaperones, and the registration form includes a waitlist sign-up for parents who might be interested in chaperoning.

*\* Expenses covered: transportation to the PHF, on-ground transportation for any PHF programming, meals, accommodation for the duration of the PHF. Delegates and chaperones are responsible for food enroute to the PHF.*

## KEY DATES

- Regional Heritage Fair Coordinators informed of PHF location and dates via email: **January 2025**
- Deadline to notify Provincial Fair Coordinator of your Region's selected Chaperone and Delegates: **Thursday May 22, 2025 at 5 pm PST**
  - We've had instances in the past where people have registered to come to the Fair when they weren't selected / invited, and as such we are requesting that all Coordinators notify our team so we can cross-reference our received registrations
  - Please provide: name + email + phone number of the students / Chaperone
- Delegate and Chaperone registration deadline: **Thursday May 29, 2025 at 5 pm PST**
  - This is imperative as we will need to book transportation, finalize room arrangements, and meal plans in a timely manner; earlier completion of registration is preferred
  - Late registrations will not be accommodated
- Chaperone Orientation Call: **June**, date and time tbc
- Delegate and Parent / Guardian Orientation Call: **June**, date and time tbc
- Fair dates (including travel): **July 1-4, 2025** (3 nights, 4 days)
  - Travel and arrive in Vancouver (UBC campus) on July 1st
  - Travel back home on July 4th
  - Transportation / PHF itinerary logistics will be communicated in due course to selected delegates and chaperones, as these are maintained confidential for safety reasons and released only on a need-to-know basis

## REGISTRATION

Paperwork will be completed digitally:

- **[Delegate Registration Form](#)**
  - Metro Vancouver students, who will be dropped off to, or picked up from, UBC campus by their families, as well as any other students traveling to and/or from the Fair with their families, should fill out this **[Alternative Transportation Form](#)** by the registration deadline (see more details in the FAQs below)
  - Please purchase a **Student BCHFS Membership**:  
<https://www.paypal.com/ncp/payment/HZWJ28GXX6NFE>
- **Chaperone Registration:**
  - Regional Heritage Fair Coordinators: please email [coordinator@bcheritagefairs.ca](mailto:coordinator@bcheritagefairs.ca) to **confirm** the name + email of your Region's Chaperone **no later than Thursday May 22nd at 5 pm PST** (earlier is better)
  - Our team will then reach out to the Chaperone with the registration form and guidelines on completing their Vulnerable Sector Criminal Record Check online
  - Chaperones will be required to complete both their registration, and submit their CRC paperwork online, by **May 29th at 5 pm PST**

Please email [coordinator@bcheritagefairs.ca](mailto:coordinator@bcheritagefairs.ca) if there are any difficulties with using this form.

## RECOMMENDED PACKING LIST

*Delegates are expected to be responsible for their own belongings. Avoid bringing valuables, where possible. Keep in mind airline restrictions on liquids and other items. Questions can be directed to [coordinator@bcheritagefairs.ca](mailto:coordinator@bcheritagefairs.ca)*

### Travel and Personal Items

- ☐ Phone (optional, see FAQs)
- ☐ Spending money (capped at \$100 CAD per student)
- ☐ Meal (or money to buy one) enroute to the PHF
- ☐ Medical card (e.g. Care Card or BC Services Card)
- ☐ Delegates traveling by air (generally applies to non-Metro Vancouver / Vancouver Island folks):
  - ☐ Letter of consent from legal guardian to allow their child to travel with their Regional Chaperone (template included in this package, see FAQs)
  - ☐ Passport / Government issued ID for travel
  - ☐ Boarding pass + tickets (will be provided)

### Project Display: will need to be marked 'fragile' for bringing aboard flights / ferry

*Try to pack as much as possible inside suitcase, flatten displays for flights / ferry transport*

- ☐ Physical presentation / tri-fold poster board (cannot exceed 1 m wide x 2 m tall)
- ☐ Display items
- ☐ Digital devices for display + chargers (avoid unless ABSOLUTELY necessary)

### Personal Hygiene Items and Products

- ☐ Sunscreen
- ☐ Bug spray
- ☐ Hand sanitizer / sanitizing wipes
- ☐ Face / body wash
- ☐ Deodorant
- ☐ Shampoo + Conditioner
- ☐ Body lotion / face cream / hand cream, if used
- ☐ Toothpaste + toothbrush + dental floss
- ☐ Towel
- ☐ Face masks (see FAQs)
- ☐ Medication for personal use (including supplements, these should be indicated upon registration) and COVID-19 test kit (see medication policy in FAQs below)

### Items for daily activities and programming: be prepared to be active, and ready for lots of walking and physical activity

- ☐ Small day pack (to carry water, lunch, sunscreen, etc)
- ☐ Hat, sunglasses, jacket / raincoat
- ☐ Handkerchief / small face towel
- ☐ Footwear: Slippers / slides / sandals + runners / hikers
- ☐ Clothes and pajamas (delegates will be provided with a t-shirt to wear during the Fair, and are recommended to bring an undershirt / a few casual tops to wear during breaks)
- ☐ Pins from your region (to trade with other delegates)

## PROGRAM INFORMATION AND FAQs

**Destination:** Vancouver, BC

**Accommodations:** University of British Columbia student residence

**Transportation:** buses for on-ground local transport, planes for delegates flying to and from Vancouver, ferry for Vancouver Island delegates (exact airfare / travel details will be provided to delegates and chaperones)

**Dates:** July 1 - 4, 2025

**Itinerary and activities:** Will be communicated to all registered students and chaperones.

### Organizer in Charge:

- The BC Heritage Fairs Society (registered non-profit organization and charity, #883669509 RR 0001)
- 2025 Provincial Heritage Fair Coordinator is Vedanshi Vala, [coordinator@bcheritagefairs.ca](mailto:coordinator@bcheritagefairs.ca))

### Meals:

The restaurant / venue for each meal varies, and dietary requirements will be accommodated. Three (3) meals a day will be provided (breakfast, lunch, dinner) in addition to snacks. Specifically:

- July 1: lunch and dinner
- July 2: breakfast, lunch, and dinner
- July 3: breakfast, lunch, and dinner
- July 4: breakfast, packed lunch for return trip home

*Delegates collectively refer to students and chaperones.*

### Cost to the delegates:

- Up to personal preference: spending money and breakfast whilst traveling to the Fair
- Covered by the BCHFS: airfare, ground transportation, accommodation, meals, activities
- Covered by either the student or their region: membership fee for the BC Heritage Fairs Society (all students are required to be members of the BCHFS, however, if this poses a financial hardship, please contact [coordinator@bcheritagefairs.ca](mailto:coordinator@bcheritagefairs.ca) as we will not exclude any student for this reason)

### What happens if a delegate is ill, has a positive COVID-19 test result, or is exhibiting COVID-19 symptoms leading up to the Fair?

- This delegate may NOT attend the Provincial Heritage Fair
- Parents / Guardians will not need to pay any cancellation fees
- This spot will likely not be allocated to a different student due to logistical reasons; however, a replacement chaperone may need to be assigned for the region

### What happens if a delegate falls ill or gets injured DURING the Fair?

- Depending on their medical condition or illness, prompt action will be taken by Fair organizers to get the delegate medical help as needed

- Delegates are encouraged to bring a COVID-19 test kit with them to the Fair ONLY if they know how to use it themselves
- In the event the delegate has COVID-19 or is exhibiting symptoms of COVID-19, they will be isolated to their room, and meals will be provided to their room while quarantined
- A chaperone will be assigned to stay at UBC and supervise and care for the student during the Fair dates, as required
- Any additional costs incurred (e.g. airfare, accommodation extensions, additional meals, medical treatment, etc) as a result of the illness or injury will be the delegate's responsibility, and the BCHFS will be in close communication with their parents / guardians to discuss suitable plans and arrangements

#### **Medication policy:**

- Only the medication (including over-the-counter medication like Advil, Tylenol, and vitamin supplements) that is listed in the registration form may be brought to the Fair
- If a medication is needed for emergencies (e.g. EpiPen, insulin, inhaler, etc), the student should carry it with them at all times
- If a medication is not needed for emergencies (e.g. vitamins), the medication may be collected and safeguarded by the PHF organizers for the duration of the Fair, and returned to the student on the last night to be packed and taken back home
- To ensure medication is not lost or mixed up, each student should package their medication in a transparent plastic bag (e.g. Ziploc bag) with their name written on it in a permanent marker

#### **Are masks required?**

- Masks are not mandatory, but we are a mask-friendly event and delegates are welcome to wear the Personal Protective Equipment that makes them feel most safe and comfortable
- Masks are especially encouraged for air and ferry travel to minimize risk of disease transmission for all participants
- We will follow all current provincial health guidelines

#### **Once registered, can I change my mind about attending the Fair?**

- No, as the BCHFS needs to book and secure flights, accommodation, and meals for every single person attending the Fair, and tickets are non-transferable to other delegates
- The BCHFS may, at its discretion, charge a fee to any delegates who cancel their registration (reimbursement of the full cost of a delegate spot is roughly \$600 CAD)
- The exception to this is cases of illness, injury, or other emergencies preventing the delegate from traveling
- Should be communicated ASAP via email ([coordinator@bcheritagefairs.ca](mailto:coordinator@bcheritagefairs.ca))

#### **How will rooming arrangements work?**

- Delegates will share bedrooms with one other delegate of the same gender
- No changing of bedroom assignments will be allowed without express permission from Fair organizers
- Bathrooms will be shared (split by gender; i.e. girls and boys washrooms will be separate)
- In the event a student needs to be checked-in on, a chaperone or Fair organizer of the same gender will be responsible for handling this matter

#### **What precautions are being taken for delegate safety?**

- Chaperones and Fair organizers will all have Criminal Record Checks
- Adult supervision will be provided throughout the Fair

- A buddy system will be adopted so that students do not go anywhere by themselves
- Air travel:
  - Chaperones will accompany students from the moment they arrive at their local airport, through security, boarding, flight, arrival at destination airport
  - Check-ins will be done between chaperones and Fair organizers at every stage of the journey (e.g. all arrived at airport, boarding plane, landed at destination, etc)
  - Students should be reminded of the need to keep their travel documents (e.g. passports) and valuable belongings (e.g. phones) safe, and if preferable, chaperones can be asked to hold onto these documents during travel
  - BCHFS-provided ground transportation will receive delegates at the airport, and bring them to UBC campus
- Vancouver Island delegates will be taking a ferry together from Victoria to Tsawwassen, at which point they will be received on BCHFS-provided ground transportation which will bring them to UBC campus
- Local activities: BCHFS-provided ground transportation will be used for all travel to and from activities, field trips, meals, etc (likely a large bus)
- Routine head-counts and / or attendance will be taken
  - This will be done every night to ensure all delegates are in their designated rooms
  - This will also be done any time we are changing locations (e.g. attendance taken when leaving UBC in the morning, when disembarking bus, upon completion of field trip, upon arrival at the next location on our itinerary)
- No last names of delegates will be shared on BCHFS social media platforms
- Activities, with the exception of the public Provincial Heritage Fair showcase, will not be posted about publicly until after we have left that particular location (e.g. we won't be posting our location live from a field trip site, but would rather share what we did that day during an evening / night time recap post, or earliest when already en route to the next location)
- Our official itinerary will be private, and only shared on a need-to-know basis
- Delegates will be able to make a phone call, or send an email, home each evening
  - Delegates are most welcome to bring their own cell phones (please see cell phone policy below)
  - In the event a delegate will NOT have a cell phone, they may use a Chaperone or Fair organizer's cell phone to make a brief call or text home each evening

#### **What is the expected code of conduct?**

- See below
- All delegates must adhere to these expectations
- The code of conduct will be communicated during the pre-trip orientation, as well as reiterated at the Fair, and must be agreed to upon registration

#### **Can parents / guardians visit their child?**

- Due to the logistical challenges with getting every single parent or guardian a Criminal Record Check, and to protect the safety of all students (minors) that we are traveling with, NO parents / guardians may attend the Fair to supervise or visit their child (unless they are officially acting as a chaperone)
- The only time parents / guardians may visit their child is during the public Provincial Heritage Fair showcase, the details of which will be communicated along with itinerary details to all registered delegates
- Anyone who shows up without prior permission from the Fair organizer will be asked to leave, and any concerns of harassment or stalking (i.e. non-approved individuals making visits to our

delegation) will result in prompt police action from the BCHFS to protect the safety of all the delegates

- If at any point, parents / guardians are worried about their child's safety or wellbeing, the Provincial Fair Coordinator or the delegate's chaperone may be contacted

**Can delegates arrive late / leave early from the Fair? Alternatively, can families choose to travel separately or stay separately in Vancouver, provided their child attends all activities on time?**

- Delegates must arrive on time and stay for the full duration of the Fair unless arrangements have been made with the PHF Coordinator ahead of time
- While it is encouraged that delegates travel with the group in order to maximize their opportunity to bond with their peers, families are welcome to opt to travel to and from Vancouver together, provided that they have filled out the alternative transportation form by the deadline. In this case, the BCHFS will not be responsible for covering the cost of transportation for the direction(s) of travel where the student is traveling with their family. Delegates will need to report to UBC at the designated arrival time, which will be communicated to families in advance of the Fair. A pass-over of the students from their family into the care of the PHF organizer team will also be arranged for in this case.
- We require all students to stay at UBC residences with the other delegates overnight; however, we may make exceptions on a case-by-case basis on the grounds of medical conditions where it would not be possible for a student to stay alone overnight. Please contact the PHF Coordinator with your specific inquiry and concerns if this is the case.
- The above accommodation does NOT apply in cases where parents are concerned if their child may miss them / feel homesick. Delegates need to be able to remain independently of their families for the duration of the Fair. If this is not possible, attending the Provincial Fair may not be the best fit for the student at this time, and we encourage you to try again in a future year.

**What is the phone policy?**

- Delegates may bring their own phones
- Phones MUST be either stored in the delegate's room or with a chaperone throughout the day.
- Delegates will not be allowed to use their phones during activities
- Photographs may be taken on a separate camera (this is to minimize the risk of delegates posting photos to social media during the Fair, which would jeopardize our safety protocol as detailed above) as well as to maximize interpersonal connection
- Phone calls / texts / emails home may only be made in the evening once delegates are back at UBC
- Parents, hence, should not expect their child to be responsive to messages throughout the day (please rest assured that we have plenty of adult supervision provided)

**Can students or chaperones post pictures from the Provincial Fair on social media?**

- We understand that this is a very exciting time and opportunity for everyone involved; however:
- Pictures may NOT be posted WHILE we are at any given location (i.e. no live geotagging, do not post *from* 'Museum X' that you are at 'Museum X', see safety protocol above)
  - This should not be much of an issue anyways since students will not have their phones during the day
- Pictures of other delegates may NOT be posted without their express permission
  - In the event that non-consensual image sharing occurs, strict and immediate action will be taken by Fair organizers, which may include police involvement for serious cases
- These expectations will be communicated and reiterated during the pre-trip orientation and during the initial introduction on-site at the Fair itself



- All delegates are required to sign a photo release, which is part of the registration package.
- For parents: In the event that you do not want your child's photo to appear on our social media or in any media coverage of the Fair, please indicate this on the Registration Form

#### **What happens in the event of theft, or lost items?**

- Delegates are responsible for their own personal belongings
- We recommend that delegates only pack and bring what they can reasonably take care of themselves
- Passports / Government issued IDs needed for travel / cell phones may be given to the student's chaperone for safekeeping
- **The Provincial Fair is *non-competitive*.** Students will not be awarded additional prizes based on the quality of their display or presentation at the Fair, and as such, where possible, **the BCHFS encourages students to travel as lightly as possible without display items to minimize risk of damage, loss, or theft.** This includes:
  - Electronic devices (e.g. tablets / ipads)
  - Family heirlooms
  - Original archival photographs
  - Expensive / designer clothes and jewelry
- Students are responsible for their own spending money, and it must be an amount the student can be responsible with, with the maximum amount capped at \$100 CAD. Students will be provided with meals and snacks - they won't be going hungry at any point - so the purpose of cash is mainly to spend on souvenirs.

#### **What kind of ID do delegates need to have if they are traveling by air?**

- This will generally apply to non-Metro Vancouver and Vancouver Island students
- Government-issued ID required for air travel and in the event of medical emergencies
- Non-photo ID: needed for anyone under 18 years of age
- Photo ID: needed for anyone 18+ years of age
- Examples: passport, BC Services Card, Care Card, birth certificate

#### **I am unable to pack light.**

- Delegates should only pack what they can carry, lift, or transport themselves as Fair organizers will not be responsible for assisting delegates with their packing, or loading of luggage onto vehicles
- Charges for overweight luggage will be the responsibility of the delegates

#### **Substance and alcohol use**

- The use of alcohol, drugs, cigarettes, e-cigarettes (vapes), edibles, etc is STRICTLY prohibited
- Delegates may not bring any of these items to the Fair

#### **What is a consent letter and why is it needed? (applicable to delegates traveling by air only)**

- Learn more (Government of Canada): <https://travel.gc.ca/travelling/children/consent-letter>
- This letter indicates parent / guardian consent to permit their child (a minor) to travel with their designated chaperone
- While this is not a legal requirement, and usually only needed for out-of-Canada travel, there have been historical situations where traveling without a letter of consent has posed issues
- We are being extra cautious to ensure the airport experience is as stress-free as possible
- See template below, will need to be signed by the student's parent / guardian, and a hardcopy of the original document will need to be provided to the chaperone



- **Template:** [https://travel.gc.ca/docs/child/consent-letter\\_lettre-consentement-eng.pdf](https://travel.gc.ca/docs/child/consent-letter_lettre-consentement-eng.pdf)

#### **What opportunities are there for me to ask questions to Fair organizers?**

- Questions can be emailed to [coordinator@bcheritagefairs.ca](mailto:coordinator@bcheritagefairs.ca)
- We will have a pre-trip orientation for all delegates in late June (see timeline), the details of which will be shared to all registered delegates by around mid-June

### **CODE OF CONDUCT**

The BC Heritage Fairs Society promotes the belief that every delegate has the potential to be a self-disciplined and positive contributing member of the Provincial Fair. The Society also supports the belief that delegates have a right to expect a safe and nurturing educational environment.

The Code of Conduct is intended to encourage acceptable student behavior at the Provincial Heritage Fair and to provide an atmosphere where all individuals feel a sense of respect, safety and belonging.

#### **Delegates are expected to:**

- conduct themselves in an acceptable manner at all times: during the tours, on the buses, on flights, and especially on the University of British Columbia Student Residences.
- respect and accept the authority and supervision of adult Chaperones and Fair organizers.
- participate fully in all organized activities, be punctual, and supportive of other participants. Towards this end, apart from a phone call on arrival and before departure, and an email / text / brief call home each night, students are asked not to use personal cell phones or have them on their person. Delegates must be prepared to enjoy the full Fair experience of the multi-day history camp which includes sleeping away from home.
- conduct themselves in a polite, respectful and cooperative manner at all times and dress in a manner which reflects purpose and propriety.
- be considerate of the personal security, thoughts, feelings, values and heritage of others. No fighting or acts of harassment, intimidation or bullying will be tolerated.
- be sensitive to and responsible for the facilities made available to us at the University of British Columbia Campus Student Residences and the surrounding environment.
- be free of illegal drugs/alcohol (possession, use or influence) at all times under the jurisdiction of the Provincial Fairs Program.
- be aware of their rights and responsibilities and to exercise those responsibilities.

#### **Towards ensuring the above, the Provincial Fairs Program Organizers will create an environment that will encourage students to exercise self-discipline by:**

- developing programs which promote appropriate behavior;
- using methods and procedures which enhance self-esteem and self-discipline;
- providing opportunities for students to practice cooperative behavior;
- using procedures which model fairness, equity, and respect.

In the event of any **infraction of the Code of Conduct**, the BC Provincial Fair organizers or the adult chaperones reserve the right of final decision and may, if deemed necessary, place a call to the parents/guardians. This **may result in the removal of the student from the program to be returned home at the expense of the parents/guardians.**

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*End of document.*