



HOP Committee Responsibilities

Each community will form a local HOP committee that will be responsible for planning for the exhibit. The committee can be an existing group or form a new group. The more diverse the participants you have the greater your HOP experience will be. This committee will be responsible for:

- Selecting a contact person who will maintain communication with the HOP Coordinator.
- Selecting a sponsoring organization that will sign the contract with HOP.
- Securing a date and location for the HOP exhibit and reserve that with the HOP coordinator.
- Picking up the exhibit trailer from the previous location.
 - **The exhibit travels in a 10, 12 or 16 foot trailer and must be pulled by a larger pickup or larger SUV. The vehicle must have a 2 or 2 & 5/16 inch ball hitch and the driver must be 21 or older.**
- Unloading the exhibit at library or other designated location.
 - The exhibit is a turn-key operation needing approximately four people to set up the display pieces. The pieces are on wheels and can be carefully rolled into your venue. An Exhibit Manual accompanies each exhibit piece.
- Volunteers to work with the activities and programs provided in the activity kits.
 - It is recommended that you schedule weekly (or more) activities/story times for local children and families. Consider offering programs for scout groups, after school programs, schools and preschools. The activities and books in the kit should make it simple for volunteers to lead these activities.
- Maintaining simple volunteer and attendance records. These, plus some basic evaluation comments are requested at the end of your exhibit time.
 - All forms are provided in the manual.
- Checking the exhibit daily for cleanliness and proper operations.
- Cleaning exhibit before packing into trailer.

- Loading exhibit back into trailer, ready for the next location.
 - This should take four people approximately 1 to 1 ½ hours.
- Promoting the exhibit's visit and related activities at least a week prior to exhibit opening date.
 - It is possible that a member of the local media will join your committee and serve this role.
 - A sample press release, PSA and poster are in the Exhibit Manual.
- Design additional Backpack Loan Programs for the library.
 - Each venue will be given a Light & Color or Dinostories Backpack which includes science, literature and art activities that are appropriate for at-home use. This can be a start of a permanent HOP Backpack Loan Program in your community. The Exhibit Manual contains directions on how to develop HOP Backpacks.
- Securing funding in the form of sponsorship fees for the exhibit and program. Check with the HOP coordinator, grant funding is often readily available from statewide sponsors to help bring the exhibit to your community.
 - All sponsors should be noted as often as possible in your publicity. A sign to use to acknowledge your local sponsors is provided with the exhibit.



Project Partners: South Dakota State School of Mines & Technology,
South Dakota State Library, South Dakota Discovery Center & Aquarium,
Dahl Arts Center & Rawlins Municipal Library



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