

## So you want to do a "CHIP" event

### Planners Guide

Planning is the key to a successful event, try to give yourself 6-8 weeks prior to holding an event, if you follow these simple steps you'll be well on your way to becoming the talk of the town.

- 1) **Identify** your volunteers. ILCHIP volunteers come in all shapes and sizes. Your ladies are an excellent resource and will be glad that you're including them in your Masonic activities. Contact your Masonic youth groups, the local Boy Scout Troop, and of course your friends and families.
- 2) **Contact** your ILCHIP District Representative or Area Coordinator to set up a training program. This complete training program will take approximately 2 hours and give you an opportunity to practice all facets of an ILCHIP event. Your Area Coordinator will assign you your equipment. You are responsible for picking up and returning the equipment in the same order you have received it. This is to insure that the next group will have working equipment.
- 3) **Identify the size** of your event Knowing how many children are planning on attending will help ensure the necessary volunteers and equipment needs. Please plan on ID'ing 15-20 children per hour per set of equipment. You will need 10 volunteers per set of equipment per 4 hours of your event. Example: an 8 hour event with two sets of equipment will take 10x 2 x 2 or 40 volunteers. (even volunteers need a break) Please don't schedule a volunteer to work a straight 8 hour shift. Mistakes happen more frequently when a worker is fatigued.
- 4) **Order** your supplies through the Grand Secretary. Your Lodge secretary will order kites) of 100 ID's for \$100.00. This is the minimum order, if you are planning to ID 150 children please order two kits. Included in the kits are ILCHIP brochures that help you advertise for the event.
- 5) **Advertise, Advertise, Advertise** Let the world know that your Masonic Lodge is participating in this wonderful community service and this event is "Free of Charge" to the parents. The Child ID package includes fingerprints, DNA sample, color still picture and interview that will help Law Enforcement, Amber Alert and the local media in locating a missing child.
- 6) **Day of the Event** plan on setting up at least an hour before the scheduled start time. You should have the appropriate refreshments available depending on the times of the events.
- 7) **After the Event** take some time to ask your volunteers to evaluate the program, and anything they might do differently the next time they volunteer. Remember to send the Parent Permission forms back to the Grand Secretary and return the equipment as soon as possible.

#### ILCHIP Coordinators

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## So you want to do a "IL CHIP" event



### Planners Guide

Planning is the key to a successful event, therefore try to give yourself 3 - 4 weeks prior to holding an event. If you follow these simple steps you'll be well on your way to becoming the talk of the town.

- 1) **Contact:**  
your IL CHIP District Representative or Area Coordinator to set up a training program. This complete training program will take approximately 1 hour and give you an opportunity to practice all facets of an IL CHIP event.
- 2) **Identify the size:**  
of your event. Knowing how many children that are planning on attending will help ensure the necessary volunteers and equipment needed. Please plan on completing 15-20 children per hour, per set of equipment. Your Area Coordinator will advise you on how many volunteers are needed to assist. Please don't schedule a volunteer to work a straight 8 hour shift. Mistakes happen more frequently when a worker is fatigued. Volunteers need a break too!
- 3) **Order:**  
your supplies through the Area Coordinator. Your Lodge Secretary must order kits in the denomination of 100. Each kit cost \$100.00. 100 is the minimum order. If you are planning on 150 children you MUST order two (2) kits. Included in the kits are IL CHIP flyers that help you advertise your event.
- 4) **Advertise, Advertise, Advertise:**  
Let the world know that your Masonic Lodge is participating in this wonderful community service and this event is "Free of Charge" to the parents. The Child ID package includes fingerprints, DNA sample, color still picture and interview that will help Law Enforcement, Amber Alert and the local media in locating a missing child.
- 5) **Day of the Event:**  
plan on arriving at least one (1) hour before the scheduled start time. You should have the appropriate refreshments available, depending on the times of the events, for the IL CHIP team and children.
- 6) **After the Event:**  
take some time to thank your volunteers and ask them to evaluate the program. Ask if they could be called upon to volunteer again for the next IL CHIP event.

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