So you want to do a "CHIP" EVENT
Planners Guide

A successful CHIP event will be:
-A great outing for your lodge. Take pictures and enjoy.
-Loved by parents who will thank you constantly.
-Enjoyed by volunteers
-Promotion for your lodge and a source for new members.
-A requirement under the Grand Masters Award of Excellence.

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

1) Contact your ILCHIP Area Coordinator ASAP:

Northern – Jim North north_16@hotmail.com
North East – Michael Leal stratz4me@hotmail.com
Southern – Michael Lovell lovellmichael474@aol.com
Eastern – Bill Tanner mr.bill20@verizon.net
Wester - Steve Walls svwalls1984@comcast.net

The area coordinator will assign an instructor who will be at your event and available to answer questions and problem solve. You need to complete and get to your area coordinator a NOTICE OF EVENT FORM. This will help you organize your event, get supplies and equipments ordered, and put the event on the grand lodge website.

2) Volunteers: ILCHIP volunteers come in all shapes and sizes, masons and non-masons. Sources of volunteers: your lodge, people already associated with the event, local police, local fire, churches, youth groups, schools with community service requirements, and of course your family and friends including children. You should contact the local police to advise them of the event, seek their help with fingerprints, and coordinate our program with any safety events sponsored by the police. Volunteers will love working at a successful ID event. Look for volunteers who may be future lodge members. Volunteers must sign an Application Form once every 2 years.

3) Training: Unless you have experienced volunteers, schedule a training with your assigned instructor. The training should take place close to the time of your event. Bring snacks, several children to ID, and have fun.

4) Planning for the size of your event:

For a small event plan on:
- one package of supplies (good for 100 ID's).
-10 volunteers: 1 meet & greet, 2 registration, 2 fingerprint, 2 DNA, 1 Computer operator, 1 interviewed, 1 helper.
Plan on a new set of volunteers for every 4 hours
Larger events need on average 5 volunteers per additional computers. Talk with your assigned instructor for volunteer needs.

5) Costs and additional supplies: Grand Lodge package is $100.00 for 100 ID kits. You will also need: Baby wipes for fingerprint cleaning, water to rinse mouth for DNA, garbage cans and bags, pens, giveaways for children, information about your lodge.

6) Advertise and promote: Even if the event is part of a larger community event, you must advertise so people look for you and know that it is free and safe. Brochures come with the kit you order. Your assigned instructor can help with sample press releases. Contact the local media to give them a press release and/or contact person for an interview. Let the world know that your Masonic Lodge is performing a wonderful community service "Free of Charge" where parents will get an Child ID package that includes: fingerprints, DNA sample, and CD with picture and interview. The package will help Law Enforcement immediately search for a missing child.

7) Day of the Event: Plan on setting up at least an hour before the scheduled start time. Set up should include an outdoor banner available though your instructor. Take pictures but avoid pictures that disclose the ID of children.

8) After the Event: Take time to talk with and thank your volunteers. Listen to their comments and suggestions. With your instructor, complete the POST EVENT EVALUATION form. Parent Permission forms must go back with the instructor. All equipment must be packaged and inventoried.