



Nebraska Freemasons CHild Identification Program

CHIP School Event Process

A CHIP Event that takes place at a school during the school day runs slightly different than a traditional event where parents and children are walking in on a first come, first served basis. The steps outlined below are guidelines to follow. They can be modified, as needed, to fit the needs of the school and the local organizers.

1. The CHIP permission form and Child Information Forms will be given to the school for their approval prior to distribution. The school then distributes the permission forms and child information forms to children approximately two weeks prior to the event. CHIP brochures can also be copied to send home additional information about the event and what is involved in the child identification process.
2. Permission forms and Child Information Forms should be filled out by the parents or guardians and returned to the school about one week prior to the event. This way the organizers will have an idea of how many children will be identified during the school day.
3. If requested, school events can be set up so that school children that will be going through the CHIP process are identified from roughly 9:00 a.m. to 3:00 p.m., and then the event can be opened up to walk-ins for preschool children or other area children whose parents wish for them to be identified. Time and parameters can be set by the school to fit their own needs, including the bus schedule.
4. It takes approximately one and one-half to two hours to set up the equipment for an event. After setup, it will be necessary to set aside an additional hour to train volunteers who will be running the stations during the event. Because of the time needed for setup and training, when possible, it is helpful to setup the event the night before and train volunteers the morning of the event. Keep in mind that each event requires approximately 30-40 volunteers at a time to run the stations. If an event is scheduled for all day, it is advisable to have either a second crew or back up volunteers to fill in for breaks, as needed.
5. Because permission forms have been returned in advance and it will be known how many children per classroom will be participating, children can be taken through the CHIP process by pulling a classroom or two at a time. This will alleviate congestion and provide for a smooth flow for the event. After a classroom is almost completed, another classroom can be released to start the process. It takes approximately one-half hour for a child to go through the process from start to finish.
6. When a child is done going through the stations, the volunteer at the check-out station should seal the bag through the handle with one of the orange CHIP stickers. You will need to find out how the school wants to handle getting the kits to the parents. Some have the teachers collect the bags when the children are done and the children either take them home or the parents pick them up. Some schools prefer to have us put them back in alphabetical order by teacher/grade and they will keep them in the office and the parents have a certain amount of time to pick them up from the school before they are sent home with the kids.