MoCHIP Event Host Lodge Information and Procedures
Courtesy of the Masonic Children's Foundation

MoCHIP Overview

- Lodge must have 20-30 Volunteers (Lodges are encouraged to work with other Lodges).
- MoCHIP banners & signage will arrive the day of the event.
- Lodge banners announcing the event weeks in advance are welcome & encouraged.
- MoCHIP team will bring all equipment and forms.
- Lodge must provide 8 – 10 eight foot tables.
- Food and drinks are required by the Lodge for all workers (does not have to be elaborate).
- If food is available to the public, it should be offered <u>AFTER</u> a child has completed MoCHIP
- View Diagram (last page) for basic setup configuration.
- **Promotion and media contact is the responsibility of the Lodge.** You will find all necessary tools in the two packets of information sent as attachments with your approval email (this and host forms) also available online.
- 5-8 Lodge **volunteers** should **arrive two hours prior** to the event **start time**.
- The **remaining 20+ volunteers** should arrive one hour prior to the event start for training and job assignments.
- 5-8 or more **volunteers** should expect to stay **one hour past event end** time to help breakdown.
- **Must provide a list of volunteers to your coordinator 10-days prior to event date** (attached to your approval email)

The Missouri Masonic Child Identification and Protection program, known as **MoCHIP**, is made available by the Masonic Children's Foundation (MCF) as a free community service for Masonic lodges of Missouri that wish to host an event. The MCF provides all equipment, materials to identify children from infants through college age, and a Technical Supervisor for each event. The host lodge is asked to assume responsibility for the location, placement of volunteers to work the ID stations, promotion of the event, and for the refreshment and nourishment of the devoted MoCHIP workers.

MoCHIP Events can be hosted at the lodge hall or a public facility that is appropriate to the requirements of the occasion. Stand alone events at a lodge generally require more promotion than one that is part of a public event. School events, health fairs, county fairs, or community celebrations such as "Summer Fun Days" or "October Fests" are good opportunities for lodges to get this program to a larger number of children and to show the public the good things Masons are doing in the community.

A sheltered site is mandatory to protect our equipment and to keep extension cords safe from moisture. For events that expect to have more than 200 children identified, it is best to have not less than 30 volunteers on hand to do the following:

12 Laptop PC station operators (14, if more than 300 children are expected)
2 Law enforcement volunteers to help with fingerprinting

2 Dentists, dental assistants, EMT's, or nurses for the bite wafers
2 Registration Station workers for Permission Slips and Enrollment Forms
2 Laminating Station workers for the ID Cards
2 Event supervisors to handle questions and coordinate volunteers
10 Reinforcements for breaks and other jobs

It is recommended to have reinforcements on hand so that these workers can take a break from time to time. Make arrangements to have more than 2 (two) workers at the bite wafer station if 300 or more children are expected for the event. Volunteers do not have to be Masons, but should be reputable individuals suitable to help infants and children. If necessary, small lodges are encouraged to partner with other area lodges to ensure an adequate level of Masonic participation. This is an excellent opportunity for Masonic interaction with the public and having extra brothers on hand to coordinate the flow of MoCHIP stations or to answer any questions, is highly recommended. It is strongly suggested to have Masonic information and handouts available, as well as petitions for membership handy.

The MCF provides several banners to use for identification and back drops, which will arrive with the MoCHIP team the day of the event. Lodge banners are also welcome and encouraged. A lodge may consider posting signage weeks prior to the event, at the location and/or main thoroughfares. The MCF supplies permission slips, information collection applications, tri-fold brochures, and yellow envelopes that will house all child ID materials that will be produced during the event. Advance copies of the forms are provided in in the Host Forms (also attached to approval email) this packet and can also be downloaded along with a customized flyer (pg. 6, MCF Host Forms) from our website www.mochip.org, under "Resources" *The customizable flyer and other forms can be obtained there as well*. A sample flyer, however, is also included in this packet.

In your advertising, it is a good idea to indicate in the type of information parents should bring: doctor, dentist, emergency contact information, address and phone numbers, distinguishing marks and scars, allergies, medications, and parent work, cell, and assorted phone numbers. Key elements to emphasize to the public are that no information is retained by the MCF and that this is a free community service provided by Missouri Masons!

We like to start events at 10:00am, but will do earlier starting times. Ten o'clock allows us arrive at 8:00am with the equipment, which takes about 1-hour to set up, and leaves an hour to train volunteers and do a few test runs to be sure the system is up and running. There are written training instructions and "cheat sheets" for each station, to aid volunteers in their endeavor.

We recommend cutting the program off at 2:00pm (not mandatory) to enable processing all children by 3-4:00pm. This allows the MoCHIP Coordinators to pack up and on their way by 4-5:00pm. The hours suggested are general guidelines, and can be modified with prior approval from the MCF.

The MoCHIP Setup

View *Diagram 1* (pg. 9) for "basic" setup configuration and supply list. A minimum of eight 8-foot tables are needed. Ten is better. It is best to have at least 5 of these tables butted end-to-end in a line when 10 lap top stations are used. Two (2) tables are used for registration, one or two (1-2) for bite wafers, and one (1) laminating table can be off to the side, as dictated by the site space. If space is available, adding a sixth table to the laminating station helps the traffic flow. When more than 300 children are expected, an extra table is needed for two (2) additional input stations (the table line now becomes six (6) for laptops and one (1) more for laminating). A minimum of three electrical outlets are needed—one for the laptops, one for warming pots to heat the bite wafers, and one for the laminating station.

Permission slips must be signed by the parent or legal guardian for **EACH** child that participates **BEFORE** a child will be processed. *This is the only information the MCF retains!* Every child will receive an Identification and Recovery packet that contains a mini-CD with digital demographic information, digital photographs, a color printout of this information with two ID cards that will be laminated, a bite wafer for dental impressions and DNA/scent, and an informational brochure explaining the program and providing tips for protecting children. At the present time, the cost of these materials is approximately $3.60 per child, but is provided free of charge by the MCF.

Important to note—if there is food available to the public at the event, it should be provided/offered only **AFTER** a child has completed the MoCHIP process, as food debris will hinder obtaining dental impressions.

As per *Diagram 1*, there will be two laptop stations at each table. Two chairs are needed for each station on the kid's side of the table, and one for the worker side. The line works best when the tables are approximately 4-feet from the wall to permit supervisors to walk behind the workers seated at the table.
It is best to have the **REGISTRATION** station setup near the event entrance, and equally important to have extra tables setup nearby for parents to sit down with their children to complete the information collection form(s). We've found it is helpful (not mandatory) to have a play area for the kids while parents are completing these forms. The MCF will provide safety-oriented coloring books to help in this effort. It is requested that the Lodge provide several boxes of crayons for the children to share. The completed information forms for each child should be taken back to REGISTRATION where signed permission slips are then collected, and a yellow envelope with the child's name and date are given to the parent or legal guardian for each child. At this time they will be instructed to join the line for Station #1.

STATION #1 is the PC station that will enter demographic data and take digital photos. This station can comprise of two to six (2–6) or more laptops, depending on the event attendance. Each participant is given an ID number, which is noted on the envelope, and upon completion of data entry, is then directed to STATION #2.

STATION #2 consists of two fingerprinting areas where law enforcement officials (preferable) or other volunteers are needed to assist children, while two volunteers coordinate the data to the PC units. This information is saved to the child's ID number along with the data entry from *Station #1*.

STATION #3, the print stations (2-4 laptops) will write the collected information to a mini-CD that will be placed in the yellow envelope assigned to that child. During this process, a color printout containing only the essential details, not all of the information provided thus far, is printed. Two of these *Station #3* laptops may have digital cameras available in the event photos saved at the first station need to be redone. This is commonly done so as not have the kids get back in line to have something corrected.

The family will be directed to the laminating station, which utilizes a portion of the color printout to create two laminated ID cards. When complete, the ID cards, as well as the condensed information sheet, are added to the yellow envelope. Leaving the final step, the bite wafer station(s), where a bite wafer for a dental impression and DNA/scent capture takes place or a cheek swab is used for the DNA sampling of infants (and uncooperative children).

Promotion: Local Lodges do not have to incur large expense promoting the event. Public Service announcements through churches, radio stations, cable TV, social service offices, etc., are effective avenues to endorse the event. A sample press release is included (pg.5-6). **However, all press releases and media interviews must have prior approval from the MCF Coordinator (contact information on pg. 6), so as to maintain a comprehensive and unified presentation of MoCHIP and the MCF.** Flyers or posters displayed in

local businesses are also helpful. Some lodges solicit corporate sponsors to offset surplus expenses associated with an event. These donors can be listed as contributing providers on flyers and/or handouts that Lodges may decide to give each participant in addition to the tri-fold brochure the MCF provides, which includes a sequential summation of the stations each child will visit to complete the ID process.

MISCONCEPTION: If your event is scheduled at a school, and without knowing the circumstances, we must impart on you our experiences. Please consider that when a host lodge has relied heavily on participation from a school in the past, the results of that event have been disappointing at best. Though the venue is great and should be kept, we urge your promotion to include every local resource available to you in addition to the schools (ie, churches, civic centers, libraries, etc).

Food and Drinks: Expectations for refreshments do not have to meet a high threshold, though are required for the "worker-bees" so they do not have to leave the event to find sustenance. Anything more for kids or parents is at the discretion and expense of the host lodge. Parking attendants to direct traffic are always a nice feature for events that have limited parking. At events where there is a large turn out, Lodges can have tables set up nearby with coloring books and puzzles to offset the wait (contact your coordinator to see if MoCHIP coloring books are available free of charge).

We ask that the host lodge keep a list (for MCF records) of the volunteers that work the event, send appropriate thank you's to the volunteers and participating sponsors, and assume responsibility for news coverage for the event. MCF Coordinators will also have volunteer forms that will need to be filled out and signed during training.

Weekends are the only time **MoCHIP** will schedule an event, as we do not have an employed staff and rely on volunteers to run each event. However, there are always exceptions and detailed requests of any variety are welcome. Regardless, all events are subject to MCF approval. It is encouraged to plan ahead for your event as the popularity of our program has put us several months beyond the current. Our website, www.mochip.org can be used to request a date, or to contact the MCF Coordinator or a Board Member if you prefer direct assistance.

Donations: Though we do not solicit donations, we can accept them but under strict criteria due to tax and legal liabilities. The check must be made out to the **Masonic Children's Foundation,** NOT THE LODGE. These funds cannot be used to supplement the Lodge, or be used for reimbursement for Lodge expenses.

Thank you for your support and if I can be of any help, please contact me anytime.

MoCHIP State Coordinator: Nick Cichielo   (C) 573-424-3683   Email: nick.mochip@gmail.com

Board Members:

       Stan Brown
           Email sbii@aol.com

       Barry V. Cundiff
           Email bvcundiff@gmail.com

       Ty Treutelaur
           Email tat365@gmail.com

       Rick Kaesar
           Email Rick@webster.edu

Press Release

Contact Name
Lodge & Number
Address
Phone Number(s)
Email

IMPORTANT—PRESS RELEASES and MEDIA COVERAGE must be submitted and synchronized with the MCF Coordinator. Please contact Nick Cichielo for approval prior to sending press releases and/or scheduling interviews. Should media reporters attend your MoCHIP event (common occurrence) they should be directed immediately to the Regional/Technical Coordinator handling your event. Nicholas R. Cichielo, Masonic Children's Foundation Coordinator, (B) 636-530-6069, (C) 573-424-3683 (F) 636-530-6069, nick.mochip@gmail.com. Current media stats are available at mochip.org.

Double Click on the shaded areas to add your event information.
(Delete this box before distribution)

For Immediate Release

MoCHIP—Child Identification & Protection Program: Keeping Missouri Kids Safe!

City, Missouri—Month Day, Year—With more than 205,000 children processed through the MoCHIP Child ID program in 9 years, MoCHIP is clearly a presence in the community. Taking place this Saturday the Missouri Masonic Family will be on hand to further ensure the safety of area children FREE OF CHARGE.

No parent wants to believe that the unimaginable could happen to them, though nearly 2,000 children are reported missing or abducted in the United States each day. The peace of mind MoCHIP provides to Missouri families is invaluable. GIRLS and BOYS ages 11-21 are statistically most susceptible to become missing. Once the child is processed through the program, which generally takes only 15 minutes, the parent is armed with a single pre-printed envelope that instructs authorities in the event of an emergency, something a parent in crisis would undoubtedly have trouble with, and a proactive measure to combat the time sensitivity involved in recovery. Within a matter of minutes the MoCHIP CD can be loaded into a computer directly form a police officers automobile and entered into the Amber Alert system.

Deemed "one of the most comprehensive child recovery and identification programs in the nation," by The National Center for Exploited and Missing Children NCEMC—the Missouri Masonic Child Identification & Protection Program, MoCHIP is solely sponsored by the Masonic Children's

Foundation of the Grand Lodge of Missouri Masons. The program consists of five major components—digital photographs, digital fingerprints, vital child information and emergency contacts, a dental bite impression, and two laminated ID cards. The photographs, fingerprints, and child data are burned onto a mini-CD that is compatible with the AMBER ALERT system already in place. The dental impression provides a virtual diagram of the child's biting surface, which, like fingerprints is unique to each individual, and further supplies enough saliva to provide a DNA sample that can also be used as scent source for trained canine search teams. Combined, this five-part process provides a dramatic, time-sensitive recovery tool for authorities.

On the day of the MoCHIP event, parents are urged to gather pertinent information about such as, doctor, dentist, and emergency contact and phone numbers, allergies, medications, and parent work, cell, and assorted phone numbers. Information Collection Forms and Permission slips can be downloaded from the mochip.org website and filled out ahead of time. Height charts and scales are available at the event to facilitate the most current details regarding the child. As would be expected, security and privacy are of utmost importance. All information and specimens are collected on site, processed and provided to the parent or legal guardian in a yellow envelope. At the end of each event, databases are erased using state-of-the-art software. The only item retained by the Masonic Children's Foundation is the signed permission slip.

Sponsoring Masonic Lodge:

Event Date:

Event Time:

Event Location:

For more information on becoming a corporate partner or to make a donation, please contact MCF Coordinator, Nicholas R. Cichielo (573-424-3683, email nick.mochip@gmail.com) or visit the calendar on our website www.mochip.org to locate future events in your area.

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│ Volunteer Briefing will be done by the MCF Regional Coordinator just prior to the event starting. │
│ Please read carefully and/or share it with your lodge so they know what to expect.   │
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MoCHIP Event Volunteer Briefing & Overview

Security

1. Volunteer Badge distribution and collection.

2. IN NO WAY SHOULD THE COMPUTERS BE ALTERED OR TAMPERED WITH.

3. Photos of event (whether it be press or lodge, privacy must be upheld):

   - No facial shots of children. *Without permission, side or back of head is fine. Volunteer shots are okay.*

   - Visitors with cameras should be sent to Event Coordinator. *EC should verify who and why they are there and caution them. Relieves parental concern.*

4. Packets left behind should be given to MoCHIP Coordinator to secure:

   - Returning parent/legal guardian must show identification before claiming the packet.

5. Shredding of documents when necessary should occur with parents/legal guardians as witnesses:

   - Remakes due to mistakes (with the exception of CD's).

   - Left over or forgotten packets.

6. Contact with children should be judicious:

   - Employ parents to help with brushing hair back over ears, fingerprinting, etc. *Be patient.*

   - The best of intensions, no matter how innocent, can be misconstrued. *Don't try to control an unmanageable child.*

Review of MoCHIP Stations (Procedures)

1. Reception—Greet guests. Provides application and yellow envelope.

2. Station #1. Data Entry. Application information is entered. Pictures are taken.

3. Station #2. Digital fingerprints usually require help (by local police or volunteer).

   - In the event of an infant or an uncooperative child, securing only thumb prints is acceptable.

   - Make a game of the process—ask child to help make the "lights go out" with each digital fingerprint.

4. Station #3. CD Writing.

5. Laminating.

6. Dental Impression.

   - Again, aggression toward an uncooperative child is not suggested. If unable to obtain dental impression using the wafer, or the child is an infant, take a Q-tip swab instead for DNA/Scent.

Safety

1. Equipment—Stress the value of the equipment and that all liquids should be kept beneath the table.

2. Volunteers—should be conscious of cords/cables as not to injure themselves or accidentally disconnect cables.

3. Children—Keep children clear of power and other cords.

   - Some children like to play with the cables on the back of the computer.

   - Be aware of children who try to crawl under tables.

   - Keep in mind—many parents have more than one child to ID and often get frazzled. *Be patient and advise them of children's wrong doings. Try to avoid reprimanding a child unless he/she is in danger.*
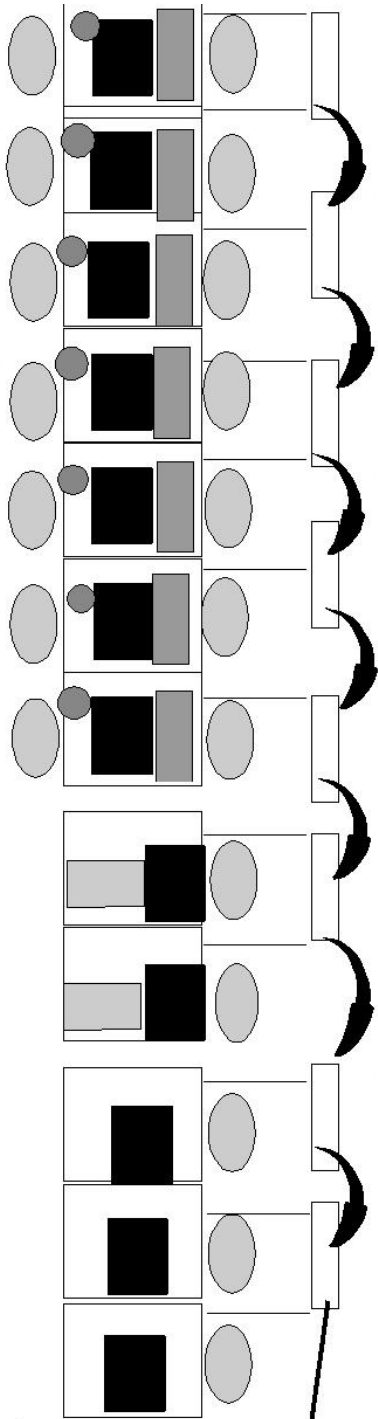
Event Breakdown

1. ***Do not*** power down any laptop until workstation is checked by the Event Coordinator.
2. ***Do not*** unplug anything without checking with the EC first.

3. Clearing Data.
   - Workstations are not dismantled until the procedure to wipe the data is accomplished and recorded on the MCF Coordinator Event Report.
   - The Server is the last item to be wiped out.

4. Packing.
   - Each of the containers, except for dental, reception, and laminating, have a packing list attached to it.
   - Pack only the items noted on the packing list in that container.
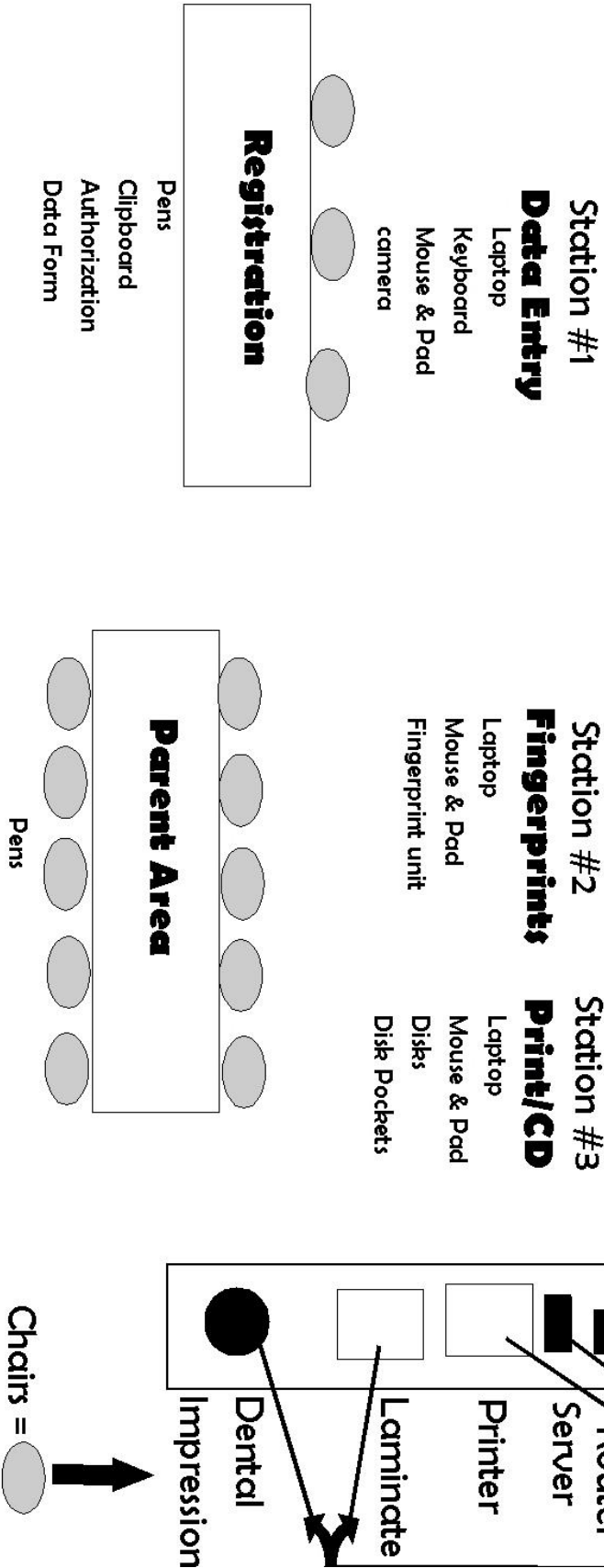   - Take care not to force items to make them fit.

Diagram #1

Basic MOCHIP Configuration

LC 10-02-06

Power supplies – daisy-chained & plugged to extention cord

Registration

Pens
Clipboard
Authorization
Data Form

Station #1
Data Entry
Laptop
Keyboard
Mouse & Pad
camera

Station #2
Fingerprints
Laptop
Mouse & Pad
Fingerprint unit

Station #3
Print/CD
Laptop
Mouse & Pad
Disks
Disk Pockets

Parent Area

Pens

Dental Impression
Laminate
Printer
Server
Router

UPS

Outlet

Chairs =

Please note: This is a basic configuration meant only as a guide. Stations (tables) can be added as necessary.